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## ABSTRACT

Part of the Project CAREER guidance component, this manual presents career preparation analysis charts called "careerograms," visual devices which synthesize information contained in the "Dictionary of Occupational Titles" (DOT) and the "Occupational Outlook Handbook." Designed for use by counselors of high school students or adults, the careerograms present abstracted occupational information in chart form, and are arranged in 15 occupational clusters: Agribusiness and Natural Resources, Business and Office, Communications and Media, Construction, Consumer and Homemaking, Environment, Fine Arts and Humanities, Health, Hospitality and Recreation, Manufacturing, Marine Science, Marketing and Distribution, Personal Services, Public Service, and Transportation. For each occupation, the additional job titles, job definition, hours, average earnings, total education and training requirements, high school courses of study, aptitudes, physical demands, interests, and temperament are given. (TA)

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Careerograms for  
Project CAREER's 122 Occupations

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## FOREWORD

This compilation of careerograms, as explained on the next page, is a follow-up to Thomas Christiano's document entitled "Instructions for the Use of Career Preparation Analysis Charts." We feel that this collection will further assist school personnel who utilize the Project's performance objectives and task outlines. It is suggested that those readers who choose to use these careerograms refer to the forerunner document in order to gain a clear understanding of the information they contain.

Project CAREER extends its appreciation to Mr. Christiano again for this additional, very useful, information.

Vincent P. Lamo  
Director

## INTRODUCTION

This compilation of Careerograms for Project CAREER's 122 occupations is a follow-up to the Project CAREER document entitled Instructions for the Use of Career Preparation Analysis Charts (Careerograms). (The reader is referred to that closely related document for a complete description as to how to prepare careerograms for any given occupations.)

The following excerpt is extracted from the above material and offers a brief explanation of the information contained here:

The Career Preparation Analysis Chart or "Careerogram", as these have been named, is a visual device which synthesizes the information contained in the many volumes of the Dictionary of Occupational Titles, as well as the Occupational Outlook Handbook. It is designed for use by counselors of high school age or older.

Information on a specific occupation is abstracted from the Dictionary of Occupational Titles and the Occupational Outlook Handbook and presented in the graphic format of a chart. The counselor and/or counselee can gain information about three basic questions: "What is the job?", "What does this job demand of me?" and, "What can I expect of the job?" The advantage of this format is in its speed of delivery, the individual does not have to search through many volumes to gain the information, while at the same time, the Dictionary is referenced in the event that further or more detailed information is required. Other advantages include the adaptability of the charts to local geographic areas, the ability to delete or add occupations as needed, and, most important, the ability to cluster the occupations on a career ladder of specialty levels. The counselee is thus able to see and choose from the many occupations of a given career cluster from the entry level positions to the more complex professional level positions.

Careerograms are meant to be an aid and additional supplement to the Dictionary of Occupational Titles, published by the United States Department of Labor; Bureau of Labor Statistics. These are not meant to supplant the DOT, but rather to provide another easy reference source for the counselor and his clients in fully utilizing the DOT. Because these charts are briefs from the DOT, it is recommended that where additional information is helpful or information needs to be clarified, the user of these charts be referred back to the source, either the DOT or the Occupational Outlook Handbook.

USOE CLUSTER # 1

AGRIBUSINESS AND NATURAL RESOURCES

GB TITLE:

Landscape Architect Technician

OTHER TITLES: Land Planner

DEFINITION: Plans and designs development of land areas for such projects as parks, highways, hospitals, schools, land divisions.

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:

Favorable

HOURS:

40 hours/week

AVERAGE EARNINGS:

\$7,000 - 9,000 per year

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:	
Vol. I	page 411
Vol. II	" 371
Sup. I	" 6
Sup. II	" 93

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	X
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectural Careers	X
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SPECIAL REQUIREMENTS:	

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stopping, kneeling, crawling	
4 Manual dexterity	
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	X
8 Abstraction, creativity	X
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	X
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:	
1 Data:	0 Synthesizing
2 People:	8 No Relation
3 Things:	1 Precision Work

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Ornamental Horticulturist

OTHER TITLES: Arboriculturist  
Floriculturist

DEFINITION: Conducts experiments and investigations on methods of improvement in quality and production of ornamental plants.

D.O.T. NO. 040.081

## ENTRY LEVEL JOBS:

Florist helper

## RELATED JOBS:

Florist

Floral Designer

## EMPLOYMENT OUTLOOK:

Rapid increase

## HOURS:

48 hours

## AVERAGE EARNINGS:

\$2.50 to \$5.00/hour

## UNION ASSOCIATION AFFILIATION:

Society of American Florists and  
Ornamental Horticulturists

## SUGGESTED CAREER ELECTIVES:

Laboratory sciences

Higher mathematics

Agriculture

## COURSE LOCATION:

## D.O.T. LOCATION:

Vol. I page 364

Vol. II " 466

Sup. I " 9

Sup. II " 147

## TOTAL EDUC/TRNG REQUIREMENTS:

H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	X
Graduate School	X

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	X
8 Abstraction, creativity	X
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

APTITUDES:	
1 General Learning	
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

## HIGH SCHOOL COURSE OF STUDY:

Career Development Program:
Architectural Careers
Automotive Careers
Business Careers
Electro Careers
Graphic Arts Careers
Health Careers
Structural Careers
Specific Occupational Education

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

## SPECIAL REQUIREMENTS:

Preference for research work
Pendant for detail
Facility with mathematics

RELATION TO:	
1 Data:	0 Synthesizing
2 People:	8 No relation
3 Things:	1 Precision work

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Florist Assistant

DEFINITION: Assists in designing and fashioning floral pieces and decorations. Plans floral settings for events.

## ENTRY LEVEL JOBS:

Florist Helper

## RELATED JOBS:

Florist

Any design occupation

## EMPLOYMENT OUTLOOK:

Rapid increase

## HOURS:

48

## AVERAGE EARNINGS:

\$2.50 - \$5.00 an hour

## UNION ASSOCIATION AFFILIATION:

Society of American Florists and Ornamental Horticulturists

## SUGGESTED CAREER ELECTIVES:

Agricultural Training School
Horticulture
Floral Design

## COURSE LOCATION:


## D.O.T. LOCATION:

Vol. I	page	291
Vol. II	"	232
Sup. I	"	18
Sup. II	"	2

## OTHER TITLES:

D.O.T. NO. 260-458

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	
Apprentice Training	
Technical Institute	X
Business College	
Junior or Community College	X
4-year College Grad.	X
Graduate School	

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	X
3 Hot temp	
4 Wet, humid	X
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	X
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

## HIGH SCHOOL COURSE OF STUDY:

## Career Development Program:

Architectural Careers
Automotive Careers
Business Careers
Electro Careers
Graphic Arts Careers
Health Careers
Structural Careers
Specific Occupational Education
Agriculture

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	X
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

## SPECIAL REQUIREMENTS:

Demonstrated Artistic Ability
Aesthetic Appreciation
Color Perception

## RELATION TO:

1 Data:	4	Manipulating
2 People:	5	No Relation
3 Things:	8	Setting-up



PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Veterinary Assistant

OTHER TITLES: Veterinary Assistant/  
Hospital Attendant

DEFINITION: Cares for animals under treatment in animal hospital for diseases, injury, or for production of serums. D.O.T. NO. 356.874

## ENTRY LEVEL JOBS:

## RELATED JOBS:

Nursing Aide  
Hospital Attendant  
EMPLOYMENT OUTLOOK:

Favorable, rapid increase

## HOURS:

40 hours (shift work)

## AVERAGE EARNINGS:

\$100.00/week

## UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:	
Laboratory sciences	

## COURSE LOCATION:


## D.O.T. LOCATION:

Vol. I	page	775
Vol. II	"	511
Sup. I	"	59
Sup. II	"	155

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	X
Odors	
Toxic	
Dust	
Poor Ventilation	

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	X
11 Color Discrimination	

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	X
Structural Careers	
Specific Occupational Education	

PHYSICAL DEMANDS:	
1 Strength	H
2 Climbing, balancing	
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	

SPECIAL REQUIREMENTS:	
Fondness for animals	
Good health	
Physical stamina	
Ability to adjust to routines	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	X
4 Social welfare	X
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	X
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:			
1 Data:	8	No relation	
2 People:	7	Serving	
3 Things:	4	Manipulating	

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Nursery Person

OTHER TITLES: Nursery farmer

DEFINITION: Manages nursery to grow trees, shrubs, and ornamental flowering plants.

D.O.T. NO. 406.168

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	
Apprentice Training	
Technical Institute	
Business College	X
Junior or Community College	
4-year College Grad.	
Graduate School	

## ENTRY LEVEL JOBS:

Nursery worker - 406.887

## RELATED JOBS:

Horticulturist

## EMPLOYMENT OUTLOOK:

Rapid increase

## HOURS:

Irregular

## AVERAGE EARNINGS:

\$7,000 to \$9,000/year beginning

## UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:	
Agriculture	
Bookkeeping	
Management	

## COURSE LOCATION:


## D.O.T. LOCATION:

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Vol. II	"	245
Sup. I	"	65
Sup. II	"	8

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stopping, kneeling, crawling	
4 Manual dexterity	
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	X
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	X
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:		
1 Data:	1	Coordinating
2 People:	6	Speaking-signal
3 Things:	8	No relation

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Landscape Gardener

OTHER TITLES: Landscaper

DEFINITION: Plans and executes small scale landscaping operations and maintains grounds and landscape of private and business residences.

ENTRY LEVEL JOBS:

RELATED JOBS:

Tree Surgeon

EMPLOYMENT OUTLOOK:

Rapid increase

HOURS:

varies

AVERAGE EARNINGS:

\$2.50 to \$5.00/hour

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:

Agriculture

COURSE LOCATION:

D.O.T. LOCATION:

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Sup. I	"	65
Sup. II	"	98

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	X
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

CONDITIONS:	
1. Inside	
Outside	X
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	
Agriculture	X

SPECIAL REQUIREMENTS:	
Good physical condition	
Interest in outdoor work	
Finger and manual dexterity	
Eye-hand coordination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	X
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X
TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	X
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:		
1 Data:	1	Coordinating
2 People:	8	No relation
3 Things:	1	Precision work

USOE CLUSTER # 2

BUSINESS AND OFFICE

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREER/GRAM

JOB TITLE: Legal Secretary

DEFINITION: Prepares legal papers and correspondence of legal nature such as summonses, complaints, motions and subpoenas.

D.O.T. NO. 201.368

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:

Good

HOURS:

40/wk.

AVERAGE EARNINGS:

\$550 month

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:

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Sup. I	"	35
Sup. II	"	11

OTHER TITLES:

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	X
Business College	X
Junior or Community College	
4-year College Grad.	
Graduate School	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stopping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

SPECIAL REQUIREMENTS:	

RELATION TO:		
1 Data:	3	compiling
2 People:	6	speaking-signaling
3 Things:	8	no relation

# PROJECT CAREER/GUIDANCE CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Medical Secretary

OTHER TITLES:

DEFINITION: Prepares medical charts and

reports for a doctor or hospital personnel,  
utilizing knowledge of medical terminology.

D.O.T. NO. 201.368

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	X
Junior or Community College	X
4-year College Grad.	
Graduate School	

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:

Good

HOURS:

40/wk.

AVERAGE EARNINGS:

\$550 month

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:	

COURSE LOCATION:


D.O.T. LOCATION:

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CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:		
1 Data:	3	compiling
2 People:	6	speaking-signal
3 Things:	8	no relation



# PROJECT CAREER/GUIDANCE CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Secretary

OTHER TITLES: Girl Friday

**DEFINITION:** Schedules appointments and gives information to callers, takes dictation and otherwise relieves officials of clerical work and minor administrative and business detail.

Secretarial Stenographer

D.O.T. NO. 201.368

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12 X
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	X
Junior or Community College	
4-year College Grad.	
Graduate School	

**ENTRY LEVEL JOBS:**

**RELATED JOBS:**

Stenographer

**EMPLOYMENT OUTLOOK:**

Favorable

**HOURS:**

35 - 40 wk.

**AVERAGE EARNINGS:**

\$500 month

**UNION ASSOCIATION AFFILIATION:**

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:	

**COURSE LOCATION:**


**D.O.T. LOCATION:**

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APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:		
1 Data:	3	compiling
2 People:	6	speaking-signaling
3 Things:	8	no relation

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

CAREERGRAM

JOB TITLE: Stenographer

OTHER TITLES: Clerk Stenographer

DEFINITION: Takes dictation in shorthand of correspondence, reports and other matter and transcribes dictated material using typewriter.

ENTRY LEVEL JOBS:

RELATED JOBS:

Public Stenographer  
Reporting Stenographer  
EMPLOYMENT OUTLOOK:

Good

HOURS:

40/wk.

AVERAGE EARNINGS:

\$550 month

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:
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TOTAL EDUC/TRNG REQUIREMENTS:
H. S. Grade Completed: 10
11
12 X
PG
On-the-Job Training
Apprentice Training
Technical Institute
Business College
Junior or Community College
4-year College Grad.
Graduate School

HIGH SCHOOL COURSE OF STUDY:
Career Development Program:
Architectural Careers
Automotive Careers
Business Careers
Electro Careers
Graphic Arts Careers
Health Careers
Structural Careers
Specific Occupational Education

SPECIAL REQUIREMENTS:

CONDITIONS:
1 Inside X
Outside
Both
2 Cold temp
3 Hot temp
4 Wet, humid
5 Noise, vibration
6 Hazards
7 Fumes
Odors
Toxic
Dust
Poor Ventilation

APTITUDES:
1 General Learning X
2 Verbal Ability X
3 Numerical Ability
4 Spatial Ability
5 Form Perception X
6 Clerical Perception X
7 Motor Coordination
8 Finger Dexterity X
9 Manual Dexterity
10 Eye-Hand-Foot Coordination
11 Color Discrimination

PHYSICAL DEMANDS:
1 Strength S
2 Climbing, balancing
3 Stooping, kneeling, crawling
4 Manual dexterity X
5 Talking, hearing X
6 Visual acuity X

INTERESTS:
1 Dealing with things & objects
2 Business contact with people
3 Routine, system X
4 Social welfare
5 Prestige, esteem
6 Communication of ideas X
7 Science & technology
8 Abstraction, creativity
9 Machines, procedures
0 Tangible results

TEMPERAMENT:
1 Varied duties, frequent change
2 Repeated, set procedures X
3 Matching specified instructions X
4 Directing & planning for others
5 Working with others
6 Working alone & apart
7 Influencing other people's ideas
8 Risks, unexpected events, emergencies
9 Making empirical judgments, decisions
0 Analyzing facts and figures
X Interpreting personal feelings
Y Precision, accuracy X

RELATION TO:
1 Data: 3 compiling
2 People: 8 no relation
3 Things: 8 no relation



PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Personnel Clerk

OTHER TITLES: Personnel-Records Clerk

**DEFINITION:** Compiles and keeps personnel records; addresses, weekly earnings, absences, amount of sales or production, supervisory reports on ability and termination.

**ENTRY LEVEL JOBS:****RELATED JOBS:****EMPLOYMENT OUTLOOK:**

Fair - Good

**HOURS:**

40/week

**AVERAGE EARNINGS:**

\$5,000 year

**UNION ASSOCIATION AFFILIATION:****SUGGESTED CAREER ELECTIVES:**


**COURSE LOCATION:**


**D.O.T. LOCATION:**

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D.O.T. NO. 205.368

**TOTAL EDUC/TRNG REQUIREMENTS:**

H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

**SPECIAL REQUIREMENTS:**


INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	

**RELATION TO:**

1 Data:	3	Compiling
2 People:	6	Speaking-sign
3 Things:	8	No Relation

# PROJECT CAREER/GUIDANCE CAREER PREPARATION ANALYSIS CHART

CAREERPROGRAM

JOB TITLE: File Clerk

OTHER TITLES: Coding File Clerk  
Records Clerk

DEFINITION: Files correspondence, cards, invoices, receipts, and other records in alphabetical or D.O.T. NO. 206.388 numerical order, or according to subject matter phonetic spelling or other system.

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:

Good

HOURS:

40/wk.

AVERAGE EARNINGS:

\$80 - \$88/wk.

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:

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CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	X
3 Matching specified instructions	X
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SPECIAL REQUIREMENTS:	

RELATION TO:		
1 Data:	3	compiling
2 People:	8	no relation
3 Things:	8	no relation

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREERPROGRAM

JOB TITLE: Clerk--General

OTHER TITLES: Office, Routine Clerk

DEFINITION: Performs any combination of similar clerical tasks not requiring knowledge of systems or procedures.

D.O.T. NO. 209.388

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12 X
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:

Fair

HOURS:

40/wk.

AVERAGE EARNINGS:

\$5,000 yr.

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:

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CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	
TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	X
3 Matching specified instructions	X
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	3	compiling
2 People:	8	no relation
3 Things:	8	no relation

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Clerk-Typist

OTHER TITLES: Typist

**DEFINITION:** Performs general clerical work requiring use of typewriter in majority of duties. Types letters, reports, stencils, forms, addresses, or other straight copy material from rough draft or corrected copy.

**ENTRY LEVEL JOBS:**

Clerk-General

**RELATED JOBS:**

Typist

**EMPLOYMENT OUTLOOK:**

Fair - Good

**HOURS:**

40/week

**AVERAGE EARNINGS:**

\$5,000 - \$7,000/year

**UNION ASSOCIATION AFFILIATION:****SUGGESTED CAREER ELECTIVES:**


**COURSE LOCATION:**


**D.O.T. LOCATION:**

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D.O.T. NO. 209-388

**TOTAL EDUC/TRNG REQUIREMENTS:**

H. S. Grade Completed:	10
	11
	12 X
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

**HIGH SCHOOL COURSE OF STUDY:**

Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

**SPECIAL REQUIREMENTS:**


CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	X
4 Social welfare	X
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	X
3 Matching specified instructions	X
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	3	Compiling
2 People:	8	No Relation
3 Things:	8	No Relation

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREER/GRAM

JOB TITLE: Bookkeeper

General Bookkeeper

OTHER TITLES: Full-charge Bookkeeper

DEFINITION: Keeps records of financial transactions of establishment. Balances books and compiles reports to show statistics.

## ENTRY LEVEL JOBS:

Accounting Clerk

## RELATED JOBS:

Payroll Clerk

Bookkeeping Machine Operator

## EMPLOYMENT OUTLOOK:

Slow increase

## HOURS:

40 hours

## AVERAGE EARNINGS:

\$450/month

## UNION ASSOCIATION AFFILIATION:

## SUGGESTED CAREER ELECTIVES:

Arithmetic	
Bookkeeping	
Clerical Subjects	

## COURSE LOCATION:


## D.O.T. LOCATION:

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TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	
Apprentice Training	
Technical Institute	
Business College	X
Junior or Community College	
4-year College Grad.	
Graduate School	

## HIGH SCHOOL COURSE OF STUDY:

Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

## SPECIAL REQUIREMENTS:

preference for clerical detail	
strong arithmetic ability	

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stoopng, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	X
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

## RELATION TO:

1 Data:	3	Compiling
2 People:	8	No relation
3 Things:	8	No relation



PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREERPROGRAM

JOB TITLE: Cashier

OTHER TITLES: Cash girl, cash clerk

Cageman, cash-accounting cl

DEFINITION: Receives funds from customers and employees, disburses funds and records monetary transactions incidental to conduct of business. Receives cash from customers or employees in payment for goods or services and records amounts received.

## TOTAL EDUC/TRNG REQUIREMENTS:

H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

## ENTRY LEVEL JOBS:

RELATED JOBS:

Toll Collector

## EMPLOYMENT OUTLOOK:

Excellent

## HOURS:

40 - 45 week

## AVERAGE EARNINGS:

22 \$1.80 per hour to start

## UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:

## COURSE LOCATION:


## D.O.T. LOCATION:

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## SPECIAL REQUIREMENTS:


CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	X
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

## RELATION TO:

1 Data:	4 Computing
2 People:	6 Speaking-Signaling
3 Things:	8 No Relation

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREER PROGRAM

JOB TITLE: Computer Peripheral Machine Operator

OTHER TITLES: Assistant Console Operator  
Tape Handler

DEFINITION: Operates on-line or off-line peripheral machines according to instructions, to transfer data from one form to another, print output, and read data into and out of digital computer.

## ENTRY LEVEL JOBS:

Key-punch Operator

## RELATED JOBS:

Console Operator

## EMPLOYMENT OUTLOOK:

Rapid growth

## HOURS:

40 (shift work)

## AVERAGE EARNINGS:

\$135.00/week

## UNION ASSOCIATION AFFILIATION:

None

## SUGGESTED CAREER ELECTIVES:

Office Machines

Bookkeeping

Office Practice

## COURSE LOCATION:

## D.O.T. LOCATION:

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## TOTAL EDUC/TRNG REQUIREMENTS:

H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

## HIGH SCHOOL COURSE OF STUDY:

Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

## SPECIAL REQUIREMENTS:

Organized nature	
Form and spatial perception	
Eye-hand coordination	

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stopping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	X
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

## RELATION TO:

1 Data:	3 Compiling
2 People:	8 No relation
3 Things:	2 Operating

# PROJECT CAREER/GUIDANCE CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Keypunch Operator

OTHER TITLES:

Card-punch operator  
Printing-punch operator

DEFINITION: Operates alphabetic and numeric key-punch machine similar to electric type-writer in operation, to transcribe data from source material onto punch cards and produce prepunched data.

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:

Good

HOURS:

40/wk.

AVERAGE EARNINGS:

\$150/wk.

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:


D.O.T. LOCATION:

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Sup. I	"	38
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D.O.T. NO. 213.582

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	X
Technical Institute	
Business College	X
Junior or Community College	X
4-year College Grad.	X
Graduate School	

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	X
Blue Hills Regional	X

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

SPECIAL REQUIREMENTS:

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	X
3 Matching specified instructions	X
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:	
1 Data	5 copying
2 People	8 no relation
3 Things	2 operating controls



PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Bookkeeping - Billing Machine Operator

OTHER TITLES: Posting Machine Operator  
Recording Clerk

DEFINITION: Records complete set of records of financial transactions of an establishment in the same manner as a bookkeeper using a bookkeeping machine.

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:

Increase slowly

HOURS: 40/wk.

AVERAGE EARNINGS:

\$70 - \$130/wk.

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:

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Vol. II	" 280
Sup. I	" 38
Sup. II	" 16

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	
Apprentice Training	
Technical Institute	X
Business College	X
Junior or Community College	X
4-year College Grad.	
Graduate School	

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SPECIAL REQUIREMENTS:	

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	X
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	3	compiling
2 People:	8	no relation
3 Things:	8	no relation

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Payroll Clerk

OTHER TITLES:

DEFINITION: Computes wages and posts wage data to payroll records. Computes earnings from time sheets and work tickets.

D.O.T. NO. 215.488

## ENTRY LEVEL JOBS:

Recorder

## RELATED JOBS:

Posting Clerks

Record Keepers

## EMPLOYMENT OUTLOOK:

Moderate

## HOURS:

40 hours

## AVERAGE EARNINGS:

\$130.00/week

## UNION ASSOCIATION AFFILIATION:

## SUGGESTED CAREER ELECTIVES:

Arithmetic

Clerical Subjects

## COURSE LOCATION:

## D.O.T. LOCATION:

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TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12 X
	PG
On-the-Job Training	
Apprentice Training	
Technical Institute	
Business College	X
Junior or Community College	
4-year College Grad.	
Graduate School	

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SPECIAL REQUIREMENTS:	
preference for clerical detail	
strong arithmetic ability	

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	X
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:	
1 Data:	4 Computing
2 People:	8 No relation
3 Things:	8 No relation

# PROJECT CAREER/GUIDANCE CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Accounting Clerk

DEFINITION: Performs variety of routine calculating, posting, and typing duties to accomplish accounting.

OTHER TITLES: May be designated according to type of accounting.

D.O.T. NO. 219.488

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12 X
	PG
On-the-Job Training	
Apprentice Training	
Technical Institute	
Business College	X
Junior or Community College	
4-year College Grad.	
Graduate School	

### ENTRY LEVEL JOBS:

Audit machine operator

### RELATED JOBS:

Bookkeeper

Payroll clerk

### EMPLOYMENT OUTLOOK:

Very slow to slow increase

### HOURS:

40 hours

### AVERAGE EARNINGS:

\$489 to \$628/month

### UNION ASSOCIATION AFFILIATION:

None

### SUGGESTED CAREER ELECTIVES:

Arithmetic

Bookkeeping

Clerical subjects

### COURSE LOCATION:

### D.O.T. LOCATION:

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CONDITIONS:	
1 Inside	X
Outside	
Roth	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	X
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	4 Computing	
2 People:	8 No relation	
3 Things:	8 No relation	

# PROJECT CAREER/GUIDANCE CAREER PREPARATION ANALYSIS CHART

## CAREERPROGRAM

JOB TITLE: Receptionist

OTHER TITLES: Reception Clerk

DEFINITION: Receives clients or customers coming into an establishment, ascertains their wants and directs them accordingly.

D.O.T. NO. 237.368

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

ENTRY LEVEL JOBS:  
Messenger

RELATED JOBS:  
Host-Hostess

EMPLOYMENT OUTLOOK:  
Moderate increase

HOURS:  
Irregular (average 40)

AVERAGE EARNINGS:  
\$90.00-\$100.00 week

UNION ASSOCIATION AFFILIATION:  
None

SUGGESTED CAREER ELECTIVES:	
Public speaking	
Poise and department	

COURSE LOCATION:	

D.O.T. LOCATION:	
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CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp.	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Vision	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:		
1 Data:	3	Compiling
2 People:	6	Speaking-signal
3 Things:	8	No relation

# PROJECT CAREER/GUIDANCE CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Office Machine Repairperson

Business Machine Mechanic  
Office Machine Repairman

OTHER TITLES:

DEFINITION: Repairs and services office machines such as adding, accounting, and calculating machines, and typewriters, using handtools, power tools, micrometers and welding equipment.

D.O.T. NO. 633.281

ENTRY LEVEL JOBS:

Apprentice Trainee

RELATED JOBS:

Machine Analyst  
Assembly Technician  
EMPLOYMENT OUTLOOK:  
Very rapid increase

HOURS:

40 (may be irregular)

AVERAGE EARNINGS:

\$150.00 to \$250.00/week

UNION ASSOCIATION AFFILIATION:

None

SUGGESTED CAREER ELECTIVES:

Industrial Arts - metals  
Electricity - electronics  
Model building  
Crafts

COURSE LOCATION:

D.O.T. LOCATION:

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TOTAL EDUC/TRNG REQUIREMENTS:

H. S. Grade Completed:	10
	11
	12 X
	PG
On-the-Job Training	
Apprentice Training	X
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:

1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

APTITUDES:

1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

HIGH SCHOOL COURSE OF STUDY:

Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	
Electro Careers	X
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

PHYSICAL DEMANDS:

1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	Y
5 Talking, hearing	X
6 Visual acuity	

SPECIAL REQUIREMENTS:

Finger and manual dexterity	
Eye-hand coordination	
Ability to use tools	
Patience and proper judgement	

RELATION TO:

1 Data:	2 Analyzing
2 People:	8 No relation
3 Things:	1 Precision work

USOE CLUSTER # 3

COMMUNICATIONS AND MEDIA



# PROJECT CAREER/GUIDANCE CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Draftsman/Draftswoman

DEFINITION: Draws black on white scale drawings, requiring extremely precise draftsmanship. Determines scaled dimensions.

D.O.T. NO. 017.281

OTHER TITLES:

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	X
Technical Institute	X
Business College	
Junior or Community College	
4-year College Grad.	X
Graduate School	

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:

Fair

HOURS:

40 hour week

AVERAGE EARNINGS:

\$7,000 - \$9,000 year

UNION ASSOCIATION AFFILIATION:

321

SUGGESTED CAREER ELECTIVES:	

COURSE LOCATION:


D.O.T. LOCATION:

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Sup. I	"	2
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CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	X
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stoopng, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

RELATION TO:		
1 Data:	2	Analyzing
2 People:	8	No Relation
3 Things:	1	Precision Work

REV. 3-74 PROJECT CAREER/GUIDANCE CAREER PREPARATION ANALYSIS CHART CAREEROGRAPH

JOB TITLE: T.V./Radio Repairperson

DEFINITION: Repairs and adjusts radios and television receivers.

D.O.T. NO. 720.281

OTHER TITLES: T.V./Radio Repairperson  
Television Repairperson

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training	X	3-6 mo.
Apprentice Training		
Technical Institute	X	2-4 yr
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:

Good

HOURS:

40 hour week

AVERAGE EARNINGS:

\$3.50 - \$6.50 an hour

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:	

COURSE LOCATION:	

D.O.T. LOCATION:	
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Sup. II	"

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	X
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand - Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stopping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	2	Analyzing
2 People:	8	No Relation
3 Things:	1	Precision Work



# PROJECT CAREER/GUIDANCE CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Electronics Assemblyperson

OTHER TITLES: Wireman  
Bench Assembler

DEFINITION: Assembles electronic equipment using electronic test equipment, hand-tools, and power tools and following blueprints, wiring diagrams and manufacturing standards.

### ENTRY LEVEL JOBS

### RELATED JOBS:

Radio-Transmitter Assembler

EMPLOYMENT OUTLOOK:  
Moderate Increase

HOURS: 40 hours

### AVERAGE EARNINGS:

\$2.15 to \$3.75 hour

UNION ASSOCIATION AFFILIATION:  
International Brotherhood of  
Electrical Workers et.al.

### SUGGESTED CAREER ELECTIVES:

Electronics
Metal Working
Craft Projects
Blueprint Reading

### COURSE LOCATION:


### D.O.T. LOCATION:

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D.O.T. NO. 726.781

### TOTAL EDUC/TRNG REQUIREMENTS:

H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

### HIGH SCHOOL COURSE OF STUDY:

Career Development Program:
Architectural Careers
Automotive Careers
Business Careers
Electro Careers
Graphic Arts Careers
Health Careers
Structural Careers
Specific Occupational Education

### SPECIAL REQUIREMENTS:

Manual & Finger dexterity
Patience
Work within close tolerances

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstract action, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	7	No Relation
2 People:	8	No Relation
3 Things:	1	Precision Work

# PROJECT CAREER/GUIDANCE CAREER PREPARATION ANALYSIS CHART

## CAREER PROGRAM

**JOB TITLE:** Lineman/Linewoman

**OTHER TITLES:**
**DEFINITION:** Installs, maintains and repairs telephone and telegraph and electrical power lines.

**D.O.T. NO.** 821.381

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	3 - 6 mo. x
Apprentice Training	2 - 4 yrs. X
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

**ENTRY LEVEL JOBS:**
**RELATED JOBS:**
**EMPLOYMENT OUTLOOK:**

Fair

**HOURS:**

40 week

**AVERAGE EARNINGS:**

\$3.75

**UNION ASSOCIATION AFFILIATION:**

SUGGESTED CAREER ELECTIVES:

**COURSE LOCATION:**


**D.O.T. LOCATION:**

Vol. I	page	424
Vol. II	"	312
Sup. I	"	241
Sup. II	"	46

CONDITIONS:	
1 Inside	
Outside	X
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	X
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	H
2 Climbing, balancing	X
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

**RELATION TO:**

1 Data:	3	compiling
2 People:	8	no relation
3 Things:	1	precision work

# PROJECT CAREER/GUIDANCE CAREER PREPARATION ANALYSIS CHART

## CAREER/GRAM

JOB TITLE: B.M.E.T. - Biomedical Equipment Technician

DEFINITION: Tests and repairs electromedical equipment following schematic diagrams and using hand tools and test meters.

OTHER TITLES: Electromedical - Equipment Repairman

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	
Apprentice Training	
Technical Institute	X
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:

HOURS:

AVERAGE EARNINGS:

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:	

COURSE LOCATION:	

D.O.T. LOCATION:	
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Sup. I	" 198
Sup. II	" 42

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	2 Analyzing	
2 People:	8 No Relation	
3 Things:	1 Precision Work	

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Cable Splicer

DEFINITION: Splices conductor cables used to lower electrical testing or surveying instruments into oil or gas well or bore holes using handtools.

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:

Fair - Good

HOURS:

40 week

AVERAGE EARNINGS:

\$3.50 - \$4.50 hour

UNION ASSOCIATION AFFILIATION:

IBEW

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:

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Sup. II	"	40

OTHER TITLES:

CONDITIONS:	
1 Inside	
Outside	X
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	X
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	X
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

HIGH SCHOOL COURSE OF STUDY:

Career Development Program:

Architectural Careers	
Automotive Careers	
Business Careers	
Electro Careers	X
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SPECIAL REQUIREMENTS:

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	X
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:

1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision accuracy	X

RELATION TO:

1 Data:	3	compiling
2 People:	8	no relation
3 Things:	1	precision work

# PROJECT CAREER/GUIDANCE CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

**JOB TITLE:** Allied Printing Trades

**OTHER TITLES:**

**DEFINITION:** Etches images on surface of photographically or pantographically engraved printing rollers

**D.O.T. NO.** 971.281

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12 X
	PG
On-the-Job Training	X
Apprentice Training	X
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

**ENTRY LEVEL JOBS:**

Hand Etcher Helper

**RELATED JOBS:**

Lithographer, Photoengraver,  
Other Craft Positions

**EMPLOYMENT OUTLOOK:**  
Decline Slowly

**HOURS:** 40 hours

**AVERAGE EARNINGS:**

\$3.85 to \$6.53/hour

**UNION ASSOCIATION AFFILIATION:**

Lithographers and Photoengraver  
International Union

**SUGGESTED CAREER ELECTIVES:**

Chemistry
Physics
Art
Graphics

**COURSE LOCATION:**


**D.O.T. LOCATION:**

Vol. I	page 256
Vol. II	" 312
Sup. I	" 278
Sup. II	" 46

**SPECIAL REQUIREMENTS:**

Hand Craftsmanship
Eye-hand coordination
Ability to learn and apply craft techniques

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	V
2 Climbing, balancing	
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
✓ Precision, accuracy	X

**RELATION TO:**

1 Data:	2 Analyzing
2 People:	8 No Relation
3 Things:	1 Precision Work

USOE CLUSTER # 4

CONSTRUCTION



CAREER PREPARATION ANALYSIS CHART  
PROJECT CAREER/GUIDANCE

## CAREEROGRAM

JOB TITLE: Construction Engineer

OTHER TITLES: May be designated according to specialty

DEFINITION: Plans and designs details of structures and oversees their erection.

D.O.T. NO. 005.081

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	X
Graduate School	

## ENTRY LEVEL JOBS:

Draftsman

## RELATED JOBS:

Civil Engineering

Industrial Engineering

## EMPLOYMENT OUTLOOK:

Favorable - Some Increase

## HOURS:

Average 40-50

## AVERAGE EARNINGS:

\$10,000/year

## UNION ASSOCIATION AFFILIATION:

American Federation of Technical Engineers

SUGGESTED CAREER ELECTIVES:	
Drafting	
Languages - Mathematics	
Higher Sciences	
Speech	
Physics	

## COURSE LOCATION:


## D.O.T. LOCATION:

Vol. I	page 158
Vol. II	" 371
Sup. I	" 2
Sup. II	" 93

## SPECIAL REQUIREMENTS:

Creative talent or imagination
Logical mind
Organizational ability
Facility in Mathematics
Clear coherent language

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	X
8 Abstraction, creativity	X
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	X
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:	
1 Data:	0 Synthesizing
2 People:	8 No Relation
3 Things:	1 Precision Work

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Cabinetmaker

OTHER TITLES: Carpenter, Bench

DEFINITION: Constructs and repairs  
wooden articles

D.O.T. NO. 660.280

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
	X
On-the-Job Training	X
Apprentice Training	1 yr.
Technical Institute	X
Business College	3-6 mo.
Junior or Community College	
4-year College Grad.	
Graduate School	

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK: Good

HOURS: 40/week

AVERAGE EARNINGS: \$4.00 hour

40

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:	

COURSE LOCATION:	

D.O.T. LOCATION:	
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Vol. II	" 430
Sup. I	" 160
Sup. II	" 103

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stopping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:	
1 Data	2 analyzing
2 People	8 no relation
3 Things	0 setting up



PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Structural Metal Worker

OTHER TITLES: Bridgeman  
Housesmith

DEFINITION Performs duties to raise, place, and unite girders, columns, and other structural steel members to form completed structures or structural frame-works, working as a member of a crew.

## ENTRY LEVEL JOBS:

Structural Steel Apprentice

## RELATED JOBS:

Ornamental Iron Workers  
Riggers, Machine Movers

## EMPLOYMENT OUTLOOK:

Increase Rapidly

HOURS:  
Varies

AVERAGE EARNINGS: \$6.72/hour

UNION ASSOCIATION AFFILIATION:  
International Association of  
Bridge, Structural and Ornamental  
Iron Workers

## SUGGESTED CAREER ELECTIVES:

Scale model building  
Industrial arts metals

## COURSE LOCATION:

## D.O.T. LOCATION:

Vol. I	page	706
Vol. II	"	319
Sup. I	"	235
Sup. II	"	48

## TOTAL EDUC/TRNG REQUIREMENTS:

H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	
Apprentice Training	X
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

## HIGH SCHOOL COURSE OF STUDY:

Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	X
Specific Occupational Education	
sheet metal	X

## SPECIAL REQUIREMENTS:

manual-finger dexterity	
eye-hand coordination	
workw/in tolerances	
good physical condition	
ability to work at heights	

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	X
6 Hazards	X
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	H
2 Climbing, balancing	X
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	7	no relation
2 People:	8	no relation
3 Things:	1	precision work

## CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Sheet Metal Worker

PROJECT CAREER/GUIDANCE

OTHER TITLES:

Sheet Metal Man  
Sheet Metal Mechanic

DEFINITION: Fabricates, assembles, installs, and repairs sheet metal products and equipment according to job order or blueprints.

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	
Apprentice Training	X
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

ENTRY LEVEL JOBS:  
Sheet Metal Apprentice

RELATED JOBS:  
Coppersmith, Tinsmith  
Fabricator, Roofer  
EMPLOYMENT OUTLOOK:  
Increase Rapidly

HOURS:  
30 - 40 hours

AVERAGE EARNINGS:  
\$6.75/hour

UNION ASSOCIATION AFFILIATION:  
Sheet Metal Workers International  
Association

SUGGESTED CAREER ELECTIVES:	
Industrial arts - metals	
craft courses	
physics	
blueprint reading	

COURSE LOCATION:	

D.O.T. LOCATION:	
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Sup. II	" 43

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	
Metal Fabrication	X

SPECIAL REQUIREMENTS:	
ability to assume responsibility	
form perception	
eye-hand coordination	
manual-finger dexterity	
physical strength	

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	X
6 Hazards	X
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	X
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	2 Analyzing	
2 People:	8 No Relation	
3 Things:	1 Precision Work	

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Electrician

DEFINITION: Plans layout and installs  
and repairs wiring, electrical fixtures,  
apparatus and control equipment.

OTHER TITLES:

D.O.T. NO. 824.281

ENTRY LEVEL JOBS:

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	
Apprentice Training	X
Technical Institute	X
Business College	
Junior or Community College	
4-year College Grad.	X
Graduate School	

RELATED JOBS:

EMPLOYMENT OUTLOOK:  
GoodHOURS:  
40/weekAVERAGE EARNINGS:  
\$5.00-\$7.50/hour

UNION ASSOCIATION AFFILIATION:

IBEW

SUGGESTED CAREER ELECTIVES:


COURSE LOCATION:


D.O.T. LOCATION:

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CONDITIONS:	
1 Inside	X
Outside	X
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	X
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

HIGH SCHOOL COURSE OF STUDY:

Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	
Electro Careers	X
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	X
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

SPECIAL REQUIREMENTS:


RELATION TO:

1 Data:	2 analyzing
2 People:	8 no relation
3 Things:	1 precision work

CAREER PREPARATION ANALYSIS CHART  
PROJECT CAREER/GUIDANCE

## CAREER/PROGRAM

JOB TITLE: Painter

DEFINITION: Applies coats of paint, varnish, stains, enamel or lacquer to decorate and protect interior or exterior surfaces of buildings or other structures.

ENTRY LEVEL JOBS:  
Painter Helper

RELATED JOBS:  
Sign Painter  
Spray Painter

EMPLOYMENT OUTLOOK:  
Rapid Increase

HOURS:  
Varies

AVERAGE EARNINGS:  
\$5.95/hour

UNION ASSOCIATION AFFILIATION:  
International Brotherhood of Painters and Allied Trades

SUGGESTED CAREER ELECTIVES:
Chemistry
Color Harmony

COURSE LOCATION:

D.O.T. LOCATION:	
Vol. I	page 509
Vol. II	" 319
Sup. I	" 246
Sup. II	" 47

OTHER TITLES: May be designated according to specialty.

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	X
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	X
Specific Occupational Education	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	X
3 Stopping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

SPECIAL REQUIREMENTS:	
manual-finger dexterity	
work with in tolerances	
eye-hand coordination	
not allergic to paint fumes	

RELATION TO:		
1 Data:	7	No Relation
2 People:	8	No Relation
3 Things:	1	Setting-Up

CAREER PREPARATION ANALYSIS CHART  
PROJECT CAREER/GUIDANCE

## CAREER/PROGRAM

JOB TITLE: Plasterer

May be designated according  
OTHER TITLES: to specialty.

DEFINITION: Applies coats of plaster to interior walls, ceilings, and partitions of buildings to produce finished surface according to blueprints, architect's drawings, or oral instructions.

ENTRY LEVEL JOBS:

Plasterer Helper

RELATED JOBS:

Molder

Dry-wall

EMPLOYMENT OUTLOOK:

Slow Increase

HOURS:

Varies

AVERAGE EARNINGS:

\$6.35/hour

UNION ASSOCIATION AFFILIATION:

Operative Plasterers and Cement  
Masons International Association

SUGGESTED CAREER ELECTIVES:

Blueprint reading

Drafting

Layout Mathematics

COURSE LOCATION:

D.O.T. LOCATION:

Vol. I page 538

Vol. II " 319

Sup. I " 246

Sup. II " 49

TOTAL EDUC/TRNG REQUIREMENTS:

H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	X
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

HIGH SCHOOL COURSE OF STUDY:

Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	X
Specific Occupational Education	

SPECIAL REQUIREMENTS:

manual-finger dexterity	
eye-hand coordination	
work with in tolerances	
good physical condition	

CONDITIONS:

1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	X
5 Noise, vibration	
6 Hazards	X
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:

1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:

1 Strength	H
2 Climbing, balancing	X
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:

1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:

1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:

1 Data:	7	No Relation
2 People:	8	No Relation
3 Things:	1	Setting-up



PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM:

operating engineer  
construction machinery  
operatorJOB TITLE: HEAVY EQUIPMENT OPERATOR  
(Construction)

OTHER TITLES:

DEFINITION: operates several types of power construction equipment (compressors, pumps; hoists, derricks, cranes, shovels, scrapers, etc.) to excavate or grade earth, erect structural steel, pours concrete, etc.

## TOTAL EDUC/TRNG REQUIREMENTS:

Grade Completed:	10
H.S. Grade	11
	12
	PG
On-the-Job Training	X
Apprentice Training	X
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

## ENTRY LEVEL JOBS:

operating engineer apprentice

## RELATED JOBS:

road mixer op., road roller op.  
sweeper op., tamping machine op.

## EMPLOYMENT OUTLOOK:

increasing no. positions thru  
the mid 1980'sHOURS: seasonal - warm months busy,  
slow during winter months

## AVERAGE EARNINGS:

\$8.00 per hour

## UNION ASSOCIATION AFFILIATION:

International Union of Operating  
Engineers

## SUGGESTED CAREER ELECTIVES:

automotive shop  
principles of bldg. constr.

## COURSE LOCATION:

## D.O.T. LOCATION:

Vol. I	page	499
Vol. II	"	444
Sup. I	"	249
Sup. II	"	119

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	X
6 Hazards	X
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	X
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	X
3 Matching specified instructions	X
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:	
1 Data:	8
2 People:	8
3 Things:	3 driving/operating



# PROJECT CAREER/GUIDANCE CAREER PREPARATION ANALYSIS CHART

## CAREER/GRAM

JOB TITLE: Carpenter

DEFINITION: Constructs, erects, installs and repairs structures; studies blueprints sketches or building plans.

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:

Good

HOURS:

40 hours/week

AVERAGE EARNINGS:

\$6.50 - 8.10/hour

UNION ASSOCIATION AFFILIATION:

United Brotherhood of  
Carpenters & Joiners

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:

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Vol. II	"	312
Sup. I	"	250
Sup. II	"	44

OTHER TITLES:

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	X
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	X
3 Stoopng, kneeling, crawling	X
4 Manual dexterity	
5 Talking, hearing	
6 Visual acuity	X

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	X
Specific Occupational Education	

SPECIAL REQUIREMENTS:	

RELATION TO:		
1 Data:	3	Compiling
2 People:	8	No Relation
3 Things:	1	Precision Work

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Mason (brick and stone)

OTHER TITLES:

DEFINITION: Builds stone structures, such as piers, walls and abutments, or lays walls, curbstones or special types of masonry.

D.O.T. NO. 861.381

ENTRY LEVEL JOBS:

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12 X
	PG
On-the-Job Training	2-4
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

RELATED JOBS:

EMPLOYMENT OUTLOOK:  
Little Increase

HOURS:

40 week

AVERAGE EARNINGS:

\$6.50 hour

UNION ASSOCIATION AFFILIATION:

Bricklayers, Masons and  
Plasterers International Union  
of America

SUGGESTED CAREER ELECTIVES:


COURSE LOCATION:


D.O.T. LOCATION:

Vol. I	page	698
Vol. II	"	319
Sup. I	"	251
Sup. II	"	48

CONDITIONS:	
1 inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	X
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	X
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	7	compiling
2 People:	8	no relation
3 Things:	1	precision work

CAREER PREPARATION ANALYSIS CHART  
PROJECT CAREER/GUIDANCE

## CAREERPROGRAM

JOB TITLE: Plumber

DEFINITION: Assembles, installs and repairs pipes, fittings, and fixtures of heating, water, and drainage systems according to specifications and plumbing codes.

ENTRY LEVEL JOBS: Plumber Helper

RELATED JOBS: Pipefitter  
Coppersmith

EMPLOYMENT OUTLOOK:

Increase Rapidly

HOURS: Varies

AVERAGE EARNINGS: \$6.70/hour

UNION ASSOCIATION AFFILIATION:  
United Association of Journeymen  
and Apprentices of the Plumbing  
and Pipefitting Industry

SUGGESTED CAREER ELECTIVES:

industrial arts - metal  
physics  
blueprint reading  
shop mathematics

COURSE LOCATION:

D.O.T. LOCATION:

Vol. I	page	544
Vol. II	"	312
Sup. I	"	252
Sup. II	"	46

D.O.T. NO. 862.381

## TOTAL EDUC/TRNG REQUIREMENTS:

H. S. Grade Completed:	10
	11
	12 X
	PG
On-the-Job Training	X
Apprentice Training	X
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

## HIGH SCHOOL COURSE OF STUDY:

Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	X
Specific Occupational	
Education Plumbing	X

## SPECIAL REQUIREMENTS:

eye-hand coordination	
space perception	

OTHER TITLES: May be designated according to specialty.

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	X
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

## TEMPERAMENT:

1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

## PHYSICAL DEMANDS:

1 Strength	H
2 Climbing, balancing	X
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

## RELATION TO:

1 Data:	3 Compiling
2 People:	8 No Relation
3 Things:	1 Precision Work

CAREER PREPARATION ANALYSIS CHART  
PROJECT CAREER/GUIDANCE

## CAREERPROGRAM

JOB TITLE: Pipefitter Assistant

May be designated by  
OTHER TITLES: specialty.DEFINITION: Assists pipefitter to  
assemble and install piping for  
air, ammonia, gas, and water  
systems.

ENTRY LEVEL JOBS:

RELATED JOBS: Pipefitter  
Plumber

EMPLOYMENT OUTLOOK:

Increase Rapidly

HOURS: Varies

AVERAGE EARNINGS: \$3.25/hour

UNION ASSOCIATION AFFILIATION:  
United Association of Journey-  
men and Apprentices of the  
Plumbing and Pipefitting Ind.

SUGGESTED CAREER ELECTIVES:

craft courses
industrial arts - metals

COURSE LOCATION:


D.O.T. LOCATION:

Vol. I	page 535
Vol. II	" 322
Sup. I	" 253
Sup. II	" 66

D.O.T. NO. 862.884

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	X
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

HIGH SCHOOL COURSE OF STUDY:

Career Development Program:
Architectural Careers
Automotive Careers
Business Careers
Electro Careers
Graphic Arts Careers
Health Careers
Structural Careers
Specific Occupational Education Metals-Pipefitting
X

SPECIAL REQUIREMENTS:

eye-hand coordination
manual-finger dexterity
ability to follow directions
adaptability to routine

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	X
5 Noise, vibration	X
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	H
2 Climbing, balancing	X
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	X
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	X
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:

1 Data:	8	No Relation
2 People:	8	No Relation
3 Things:	4	Manipulating

USOE CLUSTER # 5

CONSUMER AND HOMEMAKING

Food

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Processing Technician

OTHER TITLES:

DEFINITION: Experiments with natural and synthetic materials or by-products to develop new foods, food preservatives, antiadulteration agents and similar products

ENTRY LEVEL JOBS:  
Food Technologists

RELATED JOBS:  
Organic Chemist

EMPLOYMENT OUTLOOK:  
Moderate growth

HOURS:  
40 hours

AVERAGE EARNINGS:  
\$9,000./year

UNION ASSOCIATION AFFILIATION:  
None

SUGGESTED CAREER ELECTIVES:
Laboratory sciences

COURSE LOCATION:

D.O.T. LOCATION:
Vol. I page 123
Vol. II " 466
Sup. I " 7
Sup. II " 147

TOTAL EDUC/TRNG REQUIREMENTS:
H. S. Grade Completed: 10
11
12
PG
On-the-Job Training
Apprentice Training
Technical Institute
Business College
Junior or Community College
4-year College Grad. X
Graduate School X

HIGH SCHOOL COURSE OF STUDY:
Career Development Program:
Architectural Careers
Automotive Careers
Business Careers
Electro Careers
Graphic Arts Careers
Health Careers
Structural Careers
Specific Occupational Education Culinary Arts X

SPECIAL REQUIREMENTS:
preference for research work
thoroughness in detail
facility with math
inquisitive mind

CONDITIONS:
1 Inside X
Outside
Both
2 Cold temp
3 Hot temp
4 Wet, humid
5 Noise, vibration
6 Hazards
7 Fumes
Odors
Toxic
Dust
Poor Ventilation

APTITUDES:
1 General Learning X
2 Verbal Ability X
3 Numerical Ability X
4 Spatial Ability X
5 Form Perception X
6 Clerical Perception X
7 Motor Coordination
8 Finger Dexterity
9 Manual Dexterity
10 Eye-Hand-Foot Coordination
11 Color Discrimination

PHYSICAL DEMANDS:
1 Strength L
2 Climbing, balancing
3 Stooping, kneeling, crawling
4 Manual dexterity X
5 Talking, hearing
6 Visual acuity X

INTERESTS:
1 Dealing with things & objects X
2 Business contact with people
3 Routine, system
4 Social welfare
5 Prestige, esteem
6 Communication of ideas
7 Science & technology X
8 Abstraction, creativity X
9 Machines, procedures
0 Tangible results

TEMPERAMENT:
1 Varied duties, frequent change X
2 Repeated, set procedures
3 Matching specified instructions
4 Directing & planning for others
5 Working with others
6 Working alone & apart
7 Influencing other people's ideas
8 Risks, unexpected events, emergencies
9 Making empirical judgments, decisions X
0 Analyzing facts and figures X
X Interpreting personal feelings
Y Precision, accuracy X

RELATION TO:
1 Data: 0 Synthesizing
2 People: 8 No relation
3 Things: 1 Precision work



# PROJECT CAREER/GUIDANCE CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

**JOB TITLE:** Fashion Coordinator

**OTHER TITLES:** Fashion Director  
Display stylist

**DEFINITION:** Promotes new fashions and coordinates promotional activities such as fashion shows, to induce consumer acceptance. Studies fashions visits manufacturers and consults with buyers and salespeople

**ENTRY LEVEL JOBS:**

Salesperson

**RELATED JOBS:**

Buyer

**EMPLOYMENT OUTLOOK:**

Slow growth

**HOURS:**

Averages 40 hours

**AVERAGE EARNINGS:**

N/A

**UNION ASSOCIATION AFFILIATION:**

None

**SUGGESTED CAREER ELECTIVES:**

Psychology

Merchandising

Art - fashion

**COURSE LOCATION:**

**D.O.T. LOCATION:**

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Vol. II " 484

Sup. I " 29

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**D.O.T. NO.** 185.158

**TOTAL EDUC/TRNG REQUIREMENTS:**

H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	
Apprentice Training	
Technical Institute	
Business College	X
Junior or Community College	X
4-year College Grad.	
Graduate School	

**CONDITIONS:**

1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

**APTITUDES:**

1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

**HIGH SCHOOL COURSE OF STUDY:**

Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

**SPECIAL REQUIREMENTS:**

Outgoing personality	
Good grooming	

**INTERESTS:**

1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	X
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

**TEMPERAMENT:**

1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	X
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X. interpreting personal feelings	
Y Precision, accuracy	

**RELATION TO:**

1 Data:	1	Coordinating
2 People:	5	Persuading
3 Things:	8	No relation

**PHYSICAL DEMANDS:**

1 Strength	I <sub>1</sub>
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	
5 Talking, hearing	X
6 Visual acuity	X

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Shopper - Comparison

OTHER TITLES: Professional Shopper  
Merchandise Shopper

DEFINITION: Verifies prices, quality, and styles of merchandise in competing stores or salesrooms. Verifies complaints of customers on price of merchandise. Prepares report of findings.

ENTRY LEVEL JOBS: Sales Clerk

RELATED JOBS:

EMPLOYMENT OUTLOOK:

HOURS: 40 - 45 hours

AVERAGE EARNINGS:

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:  
Clerical Course

COURSE LOCATION:

D.O.T. LOCATION:

Vol. I	Page	152
Vol. II	"	276
Sup. I	"	53
Sup. II	"	15

## TOTAL EDUC/TRNG REQUIREMENTS:

H. S. Grade Completed:	10
	11
	12 X
	PG
On-the-Job Training	3 mths. X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

## CONDITIONS:

1	Inside	X
	Outside	
	Both	
2	Cold temp	
3	Hot temp	
4	Wet, humid	
5	Noise, vibration	
6	Hazards	
7	Fumes	
	Odors	
	Toxic	
	Dust	
	Poor Ventilation	

## INTERESTS:

1	Dealing with things & objects	
2	Business contact with people	X
3	Routine, system	X
4	Social welfare	
5	Prestige, esteem	
6	Communication of ideas	
7	Science & technology	
8	Abstraction, creativity	
9	Machines, procedures	X
0	Tangible results	

## TEMPERAMENT:

1	Varied duties, frequent change	
2	Repeated, set procedures	X
3	Matching specified instructions	X
4	Directing & planning for others	
5	Working with others	
6	Working alone & apart	
7	Influencing other people's ideas	
8	Risks, unexpected events, emergencies	
9	Making empirical judgments, decisions	
0	Analyzing facts and figures	
X	Interpreting personal feelings	
Y	Precision, accuracy	X

## APTITUDES:

1	General Learning	X
2	Verbal Ability	X
3	Numerical Ability	
4	Spatial Ability	
5	Form Perception	
6	Clerical Perception	X
7	Motor Coordination	
8	Finger Dexterity	
9	Manual Dexterity	
10	Eye-Hand-Foot Coordination	
11	Color Discrimination	

## PHYSICAL DEMANDS:

1	Strength	L
2	Climbing, balancing	
3	Stooping, kneeling, crawling	
4	Manual dexterity	X
5	Talking, hearing	X
6	Visual acuity	

## SPECIAL REQUIREMENTS:

Neatness
Legible Handwriting

## RELATION TO:

1	Data:	3	Compiling
2	People:	8	No Relation
3	Things:	8	No Relation

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Cook

DEFINITION: Prepares, seasons, and cooks soups, meats, vegetables, desserts, and other food stuffs for consumption in hotels and restaurants.

D.O.T. NO. 315.381

## ENTRY LEVEL JOBS:

Cook Apprentice

## RELATED JOBS:

EMPLOYMENT OUTLOOK:  
Moderate increase

HOURS:  
40 to 48 hours

## AVERAGE EARNINGS:

\$2.46 to \$4.63/hour

UNION ASSOCIATION AFFILIATION:  
Hotel & Restaurant Employees

## SUGGESTED CAREER ELECTIVES:

Home economics

## COURSE LOCATION:

## D.O.T. LOCATION:

Vol. I	page	164
Vol. II	"	310
Sup. I	"	55
Sup. II	"	35

OTHER TITLES: May be designated according to specialty.

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	X
Technical Institute	X
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	X
4 Wet, humid	X
5 Noise, vibration	
6 Hazards	
7 Fumes	X
Odors	
Toxic	
Dust	
Poor Ventilation	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

SPECIAL REQUIREMENTS:	
good finger and manual dexterity	
good health (no illness)	
some computation ability	

RELATION TO:	
1 Data:	3 Compiling
2 People:	8 No relation
3 Things:	1 Precision work

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

JOB TITLE: Child Care Attendant

OTHER TITLES:

DEFINITION: Performs duties under direction of physician in examination and treatment of patients.

D.O.T. NO. 079.368

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	X
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:  
Excellent

HOURS:

35 -- 40 hours

AVERAGE EARNINGS:

\$110. - \$140. week

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:

Vol. I	page	461
Vol. II	"	477
Sup. I	"	13
Sup. II	"	149

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stoopng, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	X
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	X
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:

1 Data:	3 compiling
2 People:	6 speak, -signalling
3 Things:	8 no relation

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Butcher

DEFINITION: Performs all slaughtering and  
butchering operations in a slaughtering  
and meat packing establishment.

ENTRY LEVEL JOBS:

Meat-cutter apprentice

RELATED JOBS:

EMPLOYMENT OUTLOOK:  
Little - no increaseHOURS:  
40 hoursAVERAGE EARNINGS:  
\$4.00 hourUNION ASSOCIATION AFFILIATION:  
Amalgamated meat cutters

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:	
Vol. I	page 87
Vol. II	" 312
Sup. I	" 88
Sup. II	"

OTHER TITLES:

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	X
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	X
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxi:	
Dust	
Poor Ventilation	

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

AVERAGE EARNINGS:

\$4.00 hour

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	X
Culinary Arts	

PHYSICAL DEMANDS:	
1 Strength	H
2 Climbing, balancing	
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	

SPECIAL REQUIREMENTS:	

RELATION TO:	
1 Data:	3 compiling
2 People:	8 no relation
3 Things:	1 precision work



PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Baker

OTHER TITLES: May be designated according to specialty.

DEFINITION: Mixes and bakes ingredients according to recipes to produce breads, pastries, and other baked goods.

## ENTRY LEVEL JOBS:

Baker Helper - 526.886

Baker Apprentice - 526.781  
RELATED JOBS:

## EMPLOYMENT OUTLOOK:

Slow decline

## HOURS:

35 to 48 hours

## AVERAGE EARNINGS:

\$4.35 to \$5.79/hour

CT  
OO

## UNION ASSOCIATION AFFILIATION:

American Bakers Association

## SUGGESTED CAREER ELECTIVES:

Home economics  
Craft courses

## COURSE LOCATION:

## D.O.T. LOCATION:

Vol. I	page	37
Vol. II	"	319
Sup. I	"	90
Sup. II	"	48

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	X
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education Culinary Arts	X

SPECIAL REQUIREMENTS:	
manual and finger dexterity	
interest in work with hands	

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	H
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	7	No relation
2 People:	8	No relation
3 Things:	1	Precision work



USOE CLUSTER # 6

ENVIRONMENT

CAREER PREPARATION ANALYSIS CHART  
PROJECT CAREER/GUIDANCE

## CAREEROGRAM

JOB TITLE: Air Pollution Control Technician

OTHER TITLES:

DEFINITION: Designs and oversees construction and operation of hygienic projects, such as water works, sewage, and garbage and trash disposal plants.

## ENTRY LEVEL JOBS:

Draftsman

## RELATED JOBS:

Civil Engineer  
Industrial Engineer  
EMPLOYMENT OUTLOOK:

Favorable - Slow Increase

## HOURS: Varies

## AVERAGE EARNINGS:

\$8,000 - \$10,000/year

## UNION ASSOCIATION AFFILIATION:

## SUGGESTED CAREER ELECTIVES:

Drafting
Physics
Speech
Higher Mathematics

## COURSE LOCATION:


## D.O.T. LOCATION:

Vol. I	page	626
Vol. II	"	371
Sup. I	"	2
Sup. II	"	93

## TOTAL EDUC/TRNG REQUIREMENTS:

H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	X
Graduate School	

## HIGH SCHOOL COURSE OF STUDY:

Career Development Program:	
Architectural Careers	X
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	X
Specific Occupational Education	

## SPECIAL REQUIREMENTS:

creative talent or imagination
logical mind
organizational ability
clear coherent speech

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Furnes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	X
8 Abstraction, creativity	X
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	X
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

## RELATION TO:

1 Data:	0	Synthesizing
2 People:	8	No Relation
3 Things:	1	Precision Work

CAREER PREPARATION ANALYSIS CHART  
PROJECT CAREER/GUIDANCE

## CAREEROGRAM

JOB TITLE: Waste Water Treatment Plant Operator

OTHER TITLES: May be designated according to specialized activity

DEFINITION: Operates sewage treatment, sludge processing, and disposal equipment in sewage treatment plant to control flow and processing of sewage.

## ENTRY LEVEL JOBS:

Sewage plant attendant

## RELATED JOBS:

Water treatment plant operator

## EMPLOYMENT OUTLOOK:

Rapid Rise

## HOURS:

Shift Work

## AVERAGE EARNINGS:

\$5,000 to 11,000/year

## UNION ASSOCIATION AFFILIATION:

51

## SUGGESTED CAREER ELECTIVES:

Industrial Arts - machines

## COURSE LOCATION:

## D.O.T. LOCATION:

Vol. I	page	641
Vol. II	"	435
Sup. I	"	275
Sup. II	"	111

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	X
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

## HIGH SCHOOL COURSE OF STUDY:

## Career Development Program:

Architectural Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	
Machine Shop	X

## SPECIAL REQUIREMENTS:

manual-finger dexterity

good eyesight

reading habits - trade journals

eye-hand-foot, coordination

agility &amp; physical stamina

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	X
5 Noise, vibration	
6 Hazards	X
7 Fumes	X
Odors	X
Toxic	
Dust	
Poor Ventilation	

## APTITUDES:

1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

## PHYSICAL DEMANDS:

1 Strength	L
2 Climbing, balancing	X
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	

## TEMPERAMENT:

1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

## RELATION TO:

1 Data:	7	No Relation
2 People:	8	No Relation
3 Things:	2	Operating Contr.

USOE CLUSTER # 7

FINE ARTS AND HUMANITIES

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Library Media Aide

OTHER TITLES: Circulation Clerk  
Desk Attendant

DEFINITION: Compiles records, sorts and shelves books, and issues and receives library materials.

ENTRY LEVEL JOBS:  
Library AideRELATED JOBS:  
Medical Records Librarian  
Credit Clerk  
EMPLOYMENT OUTLOOK:  
ExcellentHOURS:  
40 hoursAVERAGE EARNINGS:  
\$7,000./year

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:
English
Bookkeeping
Library Aide

COURSE LOCATION:

D.O.T. LOCATION:
Vol. I page 422
Vol. II " 258
Sup. I " 48
Sup. II " 10

D.O.T. NO. 100.168

TOTAL EDUC/TRNG REQUIREMENTS:
H. S. Grade Completed: 10
11
12 X
PG
On-the-Job Training
Apprentice Training
Technical Institute
Business College
Junior or Community College
4-year College Grad.
Graduate School

HIGH SCHOOL COURSE OF STUDY:
Career Development Program:
Architectural Careers
Automotive Careers
Business Careers X
Electro Careers
Graphic Arts Careers
Health Careers
Structural Careers
Specific Occupational Education

SPECIAL REQUIREMENTS:
Verbal facility; exactness and attention to detail; numerical ability; liking for public contact work; enjoyment of reading

CONDITIONS:
1 Inside X
Outside
Both
2 Cold temp
3 Hot temp
4 Wet, humid
5 Noise, vibration
6 Hazards
7 Fumes
Odors
Toxic
Dust
Poor Ventilation

APTITUDES:
1 General Learning X
2 Verbal Ability X
3 Numerical Ability X
4 Spatial Ability X
5 Form Perception
6 Clerical Perception
7 Motor Coordination
8 Finger Dexterity
9 Manual Dexterity
10 Eye-Hand-Foot Coordination
11 Color Discrimination

PHYSICAL DEMANDS:
1 Strength M
2 Climbing, balancing
3 Stooping, kneeling, crawling X
4 Manual dexterity X
5 Talking, hearing X
6 Visual acuity X

INTERESTS:
1 Dealing with things & objects
2 Business contact with people X
3 Routine, system
4 Social welfare
5 Prestige, esteem
6 Communication of ideas X
7 Science & technology
8 Abstraction, creativity
9 Machines, procedures
0 Tangible results

TEMPERAMENT:
1 Varied duties, frequent change
2 Repeated, set procedures
3 Matching specified instructions
4 Directing & planning for others
5 Working with others X
6 Working alone & apart
7 Influencing other people's ideas
8 Risks, unexpected events, emergencies
9 Making empirical judgments, decisions X
0 Analyzing facts and figures X
X Interpreting personal feelings
Y Precision, accuracy

RELATION TO:
1 Data: 3 compiling
2 People: 6 speak, -signalling
3 Things: 8 no relation

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Copy Writer

OTHER TITLES: Ad Writer  
Advertising Copy WriterDEFINITION: Consults with Account Exec.  
and media representatives on style and  
design of ad copy. Writes original  
copy for various media use.

D.O.T. NO. 132.088

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	X
Graduate School	

ENTRY LEVEL JOBS: Copywriter

RELATED JOBS:

Account Executive  
Advertising Lay-Out  
EMPLOYMENT OUTLOOK:  
Slow Increase

HOURS: Irregular

AVERAGE EARNINGS:

\$6,500. - \$8,000./year

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:	
Journalism	
Literature	
Psychology	
Sociology	

COURSE LOCATION:

D.O.T. LOCATION:	
Vol. I	page 168
Vol. II	" 524
Sup. I	" 16
Sup. II	" 156

SPECIAL REQUIREMENTS:

High language ability  
Articulate discourse  
Creativity and imagination  
Sense of rhythm and euphony

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	X
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	X
9 Machines, procedures	
0 Tangible results	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	X
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	
5 Talking, hearing	X
6 Visual acuity	

RELATION TO:	
1 Data:	0 Synthesizing
2 People:	8 No Relation
3 Things:	8 No Relation



PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Advertising Layout

OTHER TITLES: Comprehensive Artist  
Advertising Designer

DEFINITION: Designs advertising layouts for newspaper, magazine, television, poster, direct mail and billboard advertisements from illustrations and photographs submitted by client or may take illustrations from clients.

ENTRY LEVEL JOBS: Paste-up Man  
Paste-up, App.

RELATED JOBS:

EMPLOYMENT OUTLOOK:

Slow Increase

HOURS:

Irregular

AVERAGE EARNINGS:

\$6,500 - \$8,000/year

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:
Art
Advertising Lay-out

COURSE LOCATION:

D.O.T. LOCATION:
Vol. I page 6
Vol. II " 232
Sup. I " 17
Sup. II " 1

TOTAL EDUC/TRNG REQUIREMENTS:
H. S. Grade Completed: 10
11
12
PG
On-the-Job Training X
Apprentice Training
Technical Institute
Business College
Junior or Community College
4-year College Grad. X
Graduate School

HIGH SCHOOL COURSE OF STUDY:
Career Development Program:
Architectural Careers
Automotive Careers
Business Careers X
Electro Careers
Graphic Arts Careers X
Health Careers
Structural Careers
Specific Occupational Education

SPECIAL REQUIREMENTS:
Artistic judgement
Eye-hand coordination
Manual Dexterity
Perception of form and line

CONDITIONS:
1 Inside X
Outside
Both
2 Cold temp
3 Hot temp
4 Wet, humid
5 Noise, vibration
6 Hazards
7 Fumes
Odors
Toxic
Dust
Poor Ventilation

APTITUDES:
1 General Learning X
2 Verbal Ability X
3 Numerical Ability
4 Spatial Ability X
5 Form Perception X
6 Clerical Perception
7 Motor Coordination X
8 Finger Dexterity X
9 Manual Dexterity X
10 Eye-Hand-Foot Coordination
11 Color Discrimination X

PHYSICAL DEMANDS:
1 Strength S
2 Climbing, balancing
3 Stooping, kneeling, crawling
4 Manual dexterity X
5 Talking, hearing X
6 Visual acuity X

INTERESTS:
1 Dealing with things & objects
2 Business contact with people
3 Routine, system
4 Social welfare
5 Prestige, esteem
6 Communication of ideas X
7 Science & technology
8 Abstraction, creativity X
9 Machines, procedures
0 Tangible results

TEMPERAMENT:
1 Varied duties, frequent change
2 Repeated, set procedures
3 Matching specified instructions
4 Directing & planning for others
5 Working with others
6 Working alone & apart
7 Influencing other people's ideas
8 Risks, unexpected events, emergencies
9 Making empirical judgments, decisions X
0 Analyzing facts and figures
X Interpreting personal feelings
Y Precision, accuracy

RELATION TO:
1 Data: 0 Synthesizing
2 People: 8 No Relation
3 Things: 1 Precision Work

Commerical Artist or  
Technical Illustrator

# CAREER PREPARATION ANALYSIS CHART

PROJECT CAREER/GUIDANCE

CAREERPROGRAM

Engineering Illustrator  
Production Illustrator

OTHER TITLES:

DEFINITION: Lays out and draws illustrations for reproduction in various reference works and manuals, dealing with assembly installation, operation maintenance and repair of equipment.

ENTRY LEVEL JOBS:

RELATED JOBS: Designer

EMPLOYMENT OUTLOOK:

Moderate Increase  
(Depending on Industry)

HOURS:

35/40 hours

AVERAGE EARNINGS:

\$3.00 - \$4.70/hour

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:
Drafting
Art

COURSE LOCATION:

D.O.T. LOCATION:

Vol. I	page	727
Vol. II	"	232
Sup. I	"	17
Sup. II	"	94

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	
Apprentice Training	
Technical Institute	X
Business College	
Junior or Community College	X
4-year College Grad.	
Graduate School	

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	X

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	X
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:	
1 Data:	0
2 People:	8
3 Things:	1
	Synthesizing
	No Relation
	Precision work

CAREER PREPARATION ANALYSIS CHART  
PROJECT CAREER/GUIDANCE

## CAREER PROGRAM

JOB TITLE: Clothes Designer

OTHER TITLES: Stylist  
Fashion Designer

DEFINITION: Creates, designs, and prepares patterns for new types and styles of men's, women's, and children's wearing apparel or knitted garments.

ENTRY LEVEL JOBS:  
PatternmakerRELATED JOBS:  
Commercial Art  
Designing  
EMPLOYMENT OUTLOOK:  
None to moderate increase

HOURS: Average 40 hours

AVERAGE EARNINGS: Not available

UNION ASSOCIATION AFFILIATION:  
International Association of  
Clothing Designers

SUGGESTED CAREER ELECTIVES:
Art
Sewing
Design
Drafting

COURSE LOCATION:

D.O.T. LOCATION:
Vol. I page 137
Vol. II " 232
Sup. I " 18
Sup. II " 1

D.O.T. NO. 142.081

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	
Apprentice Training	
Technical Institute	X
Business College	
Junior or Community College	X
4-year College Grad.	
Graduate School	

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectural Careers	X
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	X
Health Careers	
Structural Careers	
Specific Occupational Education	
Art-Advertising	X

SPECIAL REQUIREMENTS:	
Demonstrated artistic ability	
Creativity, imagination	
Perception of form and design	
Color discrimination	

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	X

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	X
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	X
Y Precision, accuracy	

RELATION TO:	
1 Data:	0 Synthesizing
2 People:	8 No relation
3 Things:	1 Precision work

CAREER PREPARATION ANALYSIS CHART  
PROJECT CAREER/GUIDANCE

## CAREEROGRAM

JOB TITLE: Commercial and Technical Photographer

OTHER TITLES:

DEFINITION: Photographs persons, motion picture sets, merchandise, exteriors and interiors, D.O.T. NO. 143.062 machinery, and fashions to be used in advertising and selling.

## ENTRY LEVEL JOBS:

Photographer Helper

## RELATED JOBS:

Portrait Photographer

News Photographer

## EMPLOYMENT OUTLOOK:

Moderate Increase

## HOURS:

Salary: 40 hours

Independent: Varied

## AVERAGE EARNINGS:

\$200/week (experienced)

## UNION ASSOCIATION AFFILIATION:

## SUGGESTED CAREER ELECTIVES:

Journalism	
newspaper	
camera club	
art	
speech	

## COURSE LOCATION:

## D.O.T. LOCATION:

Vol. I	page	527
Vol. II	"	230
Sup. I	"	18
Sup. II	"	1

## SPECIAL REQUIREMENTS:

Imagination
aesthetic appreciation
form and symmetry
eye - hand coordination
eye for color
ability to deal with people

## HIGH SCHOOL COURSE OF STUDY:

## Career Development Program:

Architectural Careers
Automotive Careers
Business Careers
Electro Careers
Graphic Arts Careers
Health Careers
Structural Careers
Specific Occupational Education
Advertising
X

## TOTAL EDUC/TRNG REQUIREMENTS:

H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	X
4-year College Grad.	
Graduate School	

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	X

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

## RELATION TO:

1 Data:	0	Synthesizing
2 People:	6	Speaking-Signaling
3 Things:	2	Operating-Controlling

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Window Trimmer

OTHER TITLES: Decorator, Display Person

DEFINITION: Displays merchandise in windows and showcases, and on sales floor to attract attention of prospective customers.

ENTRY LEVEL JOBS: Copywriter

RELATED JOBS:

EMPLOYMENT OUTLOOK:

Slow Increase

HOURS:

Irregular

AVERAGE EARNINGS:

\$7,000/year

UNION ASSOCIATION AFFILIATION:

69

D.O.T. NO. 298.081

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	Art
Graduate School	X

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	X
Health Careers	
Structural Careers	
Specific Occupational Education	

SPECIAL REQUIREMENTS:	
Color Discrimination	
Artistic Ability	

SUGGESTED CAREER ELECTIVES:	
Art	
Illustration	
Painting	
History	
English	

COURSE LOCATION:	

D.O.T. LOCATION:	
Vol. I	page 212
Vol. II	" 232
Sup. I	" 53
Sup. II	" 2

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	X

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	X
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	X
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	X
Y Precision, accuracy	

RELATION TO:		
1 Data:	0	Synthesizing
2 People:	8	No Relation
3 Things:	1	Precision Work



USOE CLUSTER # 8

HEALTH

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

CAREERPROGRAM

JOB TITLE: Registered Nurse (Associate Degree)

OTHER TITLES:

DEFINITION: Renders general nursing care to patients in hospital, infirmary, sanitarium or similar institution. Administers prescribed medications and treatments in accordance with approved nursing techniques. Aids physicians during treatments and examinations of patients.

EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	X
4-year College Grad.	
Graduate School	

RELATED JOBS:

EMPLOYMENT OUTLOOK:

Very good

HOURS:

40 week

AVERAGE EARNINGS:

\$7,500 year

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:	
health	
human anatomy	
chemistry	
psychology	

COURSE LOCATION:

D.O.T. LOCATION:

Vol. I	page	494
Vol. II	"	477
Sup. I	"	12
Sup. II	"	149

SPECIAL REQUIREMENTS:

facility for relating to people  
cleanliness  
good health  
freedom from communicable  
disease

HIGH SCHOOL COURSE OF STUDY:

Career Development Program:

Architectural Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	X
Structural Careers	
Specific Occupational Education	

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	X
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	X
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:

1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
C Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

APTITUDES:

1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:

1 Strength	M
2 Climbing, balancing	
3 Stopping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

RELATION TO:

1 Data:	3 compiling
2 People:	7 serving
3 Things:	8 no relation

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Radiologic Technician

OTHER TITLES: X-Ray Technologist

DEFINITION: Applies roentgen rays and radioactive substances to patients for diagnostic and therapeutic purposes

D.O.T. NO. 078.368

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12 X
	PG
On-the-Job Training	
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	X
4-year College Grad.	X
Graduate School	

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:

Very good

HOURS:

40 week

AVERAGE EARNINGS:

\$110 - \$190 week

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:	
health	
human anatomy	
chemistry	

COURSE LOCATION:

D.O.T. LOCATION:	
Vol. I	page 581
Vol. II	" 477
Sup. I	" 13
Sup. II	" 149

SPECIAL REQUIREMENTS:

facility for relating to people  
cleanliness  
good health  
freedom from communicable  
disease

HIGH SCHOOL COURSE OF STUDY:

Career Development Program:

Architectural Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	X
Structural Careers	
Specific Occupational Education	

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	X
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:

1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	X
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	X
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:

1 Cata:	3 compiling
2 People:	6 speak, -signaling
3 Things:	8 no relation

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Dental Hygienist

OTHER TITLES: Oral Hygienist

DEFINITION: Performs dental prophylactic treatments and instructs groups and individuals in care of teeth and mouth.

D.O.T. NO. 078.368

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12 X
	PG
On-the-Job Training	
Apprentice Training	
Technical Institute	X
Business College	
Junior or Community College	X
4-year College Grad.	
Graduate School	

ENTRY LEVEL JOBS:

RELATED JOBS:

Dental Assistant

EMPLOYMENT OUTLOOK:

Good

HOURS:

35 - 40 week

AVERAGE EARNINGS:

\$6,000 - \$7,000 year

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:	
health	
human anatomy	
chemistry	
psychology	

COURSE LOCATION:

D.O.T. LOCATION:	
Vol. I	page 193
Vol. II	" 477
Sup. I	" 13
Sup. II	" 149

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	X
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	X
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interacting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	3	compiling
2 People:	6	speaking-signal
3 Things:	8	no relation

CAREER PREPARATION ANALYSIS CHART  
PROJECT CAREER/GUIDANCE

CAREERPROGRAM

JOB TITLE: Clinical Lab Assistant (Technician)

OTHER TITLES: Medical Technician

DEFINITION: Performs routine tests in medical laboratory for use in treatment and diagnosis of disease.

D.O.T. NO. 078.381

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	
Apprentice Training	
Technical Institute	X
Business College	
Junior or Community College	X
4-year College Grad.	X
Graduate School	

ENTRY LEVEL JOBS:

RELATED JOBS:

Chemical Laboratory Technician  
Pharmacist

EMPLOYMENT OUTLOOK:

Good to Excellent

HOURS: 40 hours

AVERAGE EARNINGS:

\$5,00 to \$7,000/year

UNION ASSOCIATION AFFILIATION:

American Society of Clinical Pathologists

SUGGESTED CAREER ELECTIVES:	
mathematics	
chemistry	
laboratory science	
biology	

COURSE LOCATION:	

D.O.T. LOCATION:	
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HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	X
Structural Careers	
Specific Occupational Education	

SPECIAL REQUIREMENTS:	
Preference for research work	
Facility with mathematics	
Form perception	
Attention to detail	

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	X
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	X

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	X
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	3	Compiling
2 People:	8	No relation
3 Things:	1	Precision work



PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Inhalation Therapist

DEFINITION: Sets up and operates various types of oxygen equipment, such as iron lungs, oxygen tents, resuscitators, and incubators to administer oxygen and other gases to patients.

## ENTRY LEVEL JOBS:

## RELATED JOBS:

Chiropractors Assistant  
Corrective Therapist

## EMPLOYMENT OUTLOOK:

Excellent

## HOURS:

40 week

## AVERAGE EARNINGS:

\$600 month

## UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:
health
human anatomy
chemistry

## COURSE LOCATION:


## D.O.T. LOCATION:

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## SPECIAL REQUIREMENTS:

Ability for isolation to people  
exhaustion and depression  
cleanliness  
good health  
freedom from communicable  
disease

## HIGH SCHOOL COURSE OF STUDY:

## Career Development Program:

Architectural Careers
Automotive Careers
Business Careers
Electro Careers
Graphic Arts Careers
Health Careers
Structural Careers
Specific Occupational Education

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

OTHER TITLES: Oxygen-Therapy-Equip. Tech  
Oxygen-Therapy Techn.

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	X
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	X
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	3	compiling
2 People:	6	speak, -signalling
3 Things:	8	no relation

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Medical Assistant

DEFINITION: Performs duties under direction of physician in examination and treatment of patients.

D.O.T. NO. 079.368

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	X
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

ENTRY LEVEL JOB:

RELATED JOB:

EMPLOYMENT OUTLOOK:  
Excellent

HOURS:

35 - 40 hours

AVERAGE EARNINGS:

\$110. - \$140 week

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:	

COURSE LOCATION:


D.O.T. LOCATION:

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OTHER TITLES:

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	X
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	X
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:

1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Prediction, accuracy	X

APTITUDES:

1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS

1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	

SPECIAL REQUIREMENTS:


RELATION TO:

1 Data:	3 compiling
2 People:	6 speak, signalling
3 Things:	8 no relation

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREER/PROGRAM

JOB TITLE: Occupational Therapy Aide

OTHER TITLES: Occupational Therapy  
Attendant

DEFINITION: Assists Occupational Therapist in administering medically oriented occupational program to assist in rehabilitating patients in hospitals and similar institutions

## TOTAL EDUC/TRNG REQUIREMENTS:

H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	X
4-year College Grad.	
Graduate School	

ENTRY LEVEL JOBS:

RELATED JOBS:

Corrective Therapist

EMPLOYMENT OUTLOOK:

Good

HOURS:

Varies

AVERAGE EARNINGS:

\$7,000/year

UNION ASSOCIATION AFFILIATION:

American Occupational  
Therapy Association

SUGGESTED CAREER ELECTIVES:

Biology
Anatomy
Physics
Chemistry

COURSE LOCATION:


D.O.T. LOCATION:

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CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	X
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

APTITUDES:	
1 General Learning	
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	

SPECIAL REQUIREMENTS:	
Good health	
Understanding anatomy	

RELATION TO:

1 Data:	3	Compiling
2 People:	6	Speaking-signa
3 Things:	8	No relation

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Dental Assistant

## OTHER TITLES:

DEFINITION: Works with dentists as they examine and treat patients, makes the patient comfortable; prepares him for treatment; obtains dental records; hands proper instruments and material

ENTRY LEVEL JOBS: to dentist.

RELATED JOBS:  
Dental Hygienist

EMPLOYMENT OUTLOOK:  
Excellent

HOURS:  
40 week

AVERAGE EARNINGS:

7 \$75.00 - \$150.00 week

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

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CONDITIONS:
1 Inside X
Outside
Both
2 Cold temp
3 Hot temp
4 Wet, humid
5 Noise, vibration
6 Hazards
7 Fumes
Odors
Toxic
Dust
Poor Ventilation

TOTAL EDUC/TRNG REQUIREMENTS:
H. S. Grade Completed: 10
11
12 X
PG X
On-the-Job Training
Apprentice Training
Technical Institute X
Business College
Junior or Community College
4-year College Grad.
Graduate School

APTITUDES:
1 General Learning
2 Verbal Ability
3 Numerical Ability
4 Spatial Ability
5 Form Perception
6 Clerical Perception
7 Motor Coordination
8 Finger Dexterity
9 Manual Dexterity
10 Eye-Hand-Foot Coordination
11 Color Discrimination

HIGH SCHOOL COURSE OF STUDY:
Career Development Program:
Architectural Careers
Automotive Careers
Business Careers
Electro Careers
Graphic Arts Careers
Health Careers X
Structural Careers
Specific Occupational Education
Blue Hills Regional X
X

PHYSICAL DEMANDS:
1 Strength X
2 Climbing, balancing
3 Stopping, kneeling, crawling
4 Manual dexterity X
5 Talking, hearing
6 Visual acuity

SPECIAL REQUIREMENTS:

INTERESTS:
1 Dealing with things & objects
2 Business contact with people X
3 Routine, system
4 Social welfare X
5 Prestige, esteem
6 Communication of ideas
7 Science & technology
8 Abstraction, creativity
9 Machines, procedures X
0 Tangible results

TEMPERAMENT:
1 Varied duties, frequent change
2 Repeated, set procedures
3 Matching specified instructions
4 Directing & planning for others
5 Working with others X
6 Working alone & apart
7 Influencing other people's ideas
8 Risks, unexpected events, emergencies X
9 Making empirical judgments, decisions X
0 Analyzing facts and figures
X Interpreting personal feelings
Y Precision, accuracy

RELATION TO:
1 Data: 3 compiling
2 People: 7 serving
3 Things: 8 no relation

# PROJECT CAREER/GUIDANCE

## CAREER PREPARATION ANALYSIS CHART

## CAREER/GRAM

JOB TITLE: Surgical Technician

OTHER TITLES: Surgical Orderly  
Operating room Technician

DEFINITION: Performs any combination of following tasks before and during operation: washes, shaves and sterilizes patient's operative area; places equipment and supplies in operating room.

## ENTRY LEVEL JOBS:

## RELATED JOBS:

Physical Therapist  
Pediatric Assistant

## EMPLOYMENT OUTLOOK:

Very good.

## HOURS:

40 week

## AVERAGE EARNINGS:

\$95.00 - \$180.00 week

## UNION ASSOCIATION AFFILIATION:

## SUGGESTED CAREER ELECTIVES:

health
human anatomy
chemistry

## COURSE LOCATION:


## D.O.T. LOCATION:

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## TOTAL EDUC/TRNG REQUIREMENTS:

H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

## CONDITIONS:

1	Inside	X
	Outside	
	Both	
2	Cold temp	
3	Hot temp	
4	Wet, humid	
5	Noise, vibration	
6	Hazards	
7	Fumes	X
	Odors	
	Toxic	
	Dust	
	Poor Ventilation	

## INTERESTS:

1	Dealing with things & objects	
2	Business contact with people	
3	Routine, system	
4	Social welfare	X
5	Prestige, esteem	
6	Communication of ideas	
7	Science & technology	X
8	Abstraction, creativity	
9	Machines, procedures	
0	Tangible results	

## TEMPERAMENT:

1	Varied duties, frequent change	
2	Repeated, set procedures	
3	Matching specified instructions	
4	Directing & planning for others	
5	Working with others	X
6	Working alone & apart	
7	Influencing other people's ideas	
8	Risks, unexpected events, emergencies	
9	Making empirical judgments, decisions	
0	Analyzing facts and figures	
X	Interpreting personal feelings	
Y	Precision, accuracy	X

## APTITUDES:

1	General Learning	X
2	Verbal Ability	X
3	Numerical Ability	X
4	Spatial Ability	X
5	Form Perception	X
6	Clerical Perception	X
7	Motor Coordination	X
8	Finger Dexterity	X
9	Manual Dexterity	X
10	Eye-Hand-Foot Coordination	
11	Color Discrimination	

## HIGH SCHOOL COURSE OF STUDY:

Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	X
Structural Careers	
Specific Occupational Education	X

## SPECIAL REQUIREMENTS:

facility for relating to people	
exactness and precision	
cleanliness	
good health	
freedom from communicable disease	

## PHYSICAL DEMANDS:

1	Strength	L
2	Climbing, balancing	
3	Stooping, kneeling, crawling	
4	Manual dexterity	X
5	Talking, hearing	X
6	Visual acuity	

## RELATION TO:

1	Data:	3	compiling
2	People:	7	serving
3	Things:	8	no relation



PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Licensed Practical  
Nurse

DEFINITION: Cares for ill, injured, convalescent and handicapped persons in hospitals, clinics, D.O.T. NO. 079.378 private homes, sanitariums and similar institutions. Observes patients and reports adverse reactions to physician or nurse, general ENTRY LEVEL JOBS: duty.

## RELATED JOBS:

EMPLOYMENT OUTLOOK:  
Strong demand

## HOURS:

40 week

## AVERAGE EARNINGS:

starting at \$110. week

## UNION ASSOCIATION AFFILIATION:

80

## SUGGESTED CAREER ELECTIVES:

health
human anatomy
chemistry

## COURSE LOCATION:


## D.O.T. LOCATION:

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## OTHER TITLES:

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	X
Odors	
Toxic	
Dust	
Poor Ventilation	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	X
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	X
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

## TEMPERAMENT:

1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

## APTITUDES:

1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

## PHYSICAL DEMANDS:

1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

## SPECIAL REQUIREMENTS:

facility for relating to people
cleanliness
good health
freedom from communicable disease

## RELATION TO:

1 Data:	3	compiling
2 People:	7	serving
3 Things:	8	no relation



PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Hospital Pharmacy Technician

OTHER TITLES: Druggist

DEFINITION: Compounds and dispenses medications, following prescriptions issued by physician, dentist, or other authorized medical practitioner.

D.O.T. NO. 074.181

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	X
Graduate School	

## ENTRY LEVEL JOBS:

Pharmacy helper - 074.387

## RELATED JOBS:

Biochemist  
Chemist

## EMPLOYMENT OUTLOOK:

Good; moderate growth

## HOURS:

44 to 50 hours

## AVERAGE EARNINGS:

\$14,000/year.

## UNION ASSOCIATION AFFILIATION:

American Pharmaceutical Assoc.

## SUGGESTED CAREER ELECTIVES:

Chemistry
Physics
Laboratory courses
Higher mathematics

## COURSE LOCATION:


## D.O.T. LOCATION:

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## HIGH SCHOOL COURSE OF STUDY:

Career Development Program:
Architectural Careers
Automotive Careers
Business Careers
Electro Careers
Graphic Arts Careers
Health Careers
Structural Careers
Specific Occupational Education

## SPECIAL REQUIREMENTS:

Intellectual ability
Attention to detail
Form perception

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	X
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	1	Coordinating
2 People:	8	No relation
3 Things:	1	Precision work

## PROJECT CAREER/GUIDANCE

## CAREEROGRAM

JOB TITLE: Nurse Aide

## CAREER PREPARATION ANALYSIS CHART

OTHER TITLES: Hospital Attendant  
Nursing AssistantDEFINITION: Assists in care of hospital  
patients under the direction of nursing  
and medical staff.

D.O.T. NO. 355.878

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

ENTRY LEVEL JOBS:

RELATED JOBS:

Hospital Attendant

EMPLOYMENT OUTLOOK:  
ExcellentHOURS:  
40 weekAVERAGE EARNINGS:  
\$80.00 week

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:	

COURSE LOCATION:	

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## HIGH SCHOOL COURSE OF STUDY:

Career Development Program:

Architectural Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	X
Structural Careers	
Specific Occupational Education	

## SPECIAL REQUIREMENTS:


CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	X
7 Fumes	X
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand - Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stopping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	X
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	X
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:		
1 Data:	8	no relation
2 People:	7	serving
3 Things:	6	no relation

CAREER PREPARATION ANALYSIS CHART  
PROJECT CAREER/GUIDANCE

## CAREERPROGRAM

JOB TITLE: Ward Orderly

OTHER TITLES:

DEFINITION: Performs any combination of duties as directed by nursing and medical staff, to care for hospitalized patients.

D.O.T. NO. 355.878

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

ENTRY LEVEL JOBS:

RELATED JOBS:

Nursing Aide  
Psychiatric Orderly  
EMPLOYMENT OUTLOOK:

Increase Very Rapidly

HOURS:

40 hours/shift work

AVERAGE EARNINGS:

\$80.00 - \$100.00/week

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:	
first aid	
hygiene	
biology	

COURSE LOCATION:

D.O.T. LOCATION:

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CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	X
Odors	X
Toxic	X
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	V
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	X
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	X
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	X
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:	
1 Data:	8 No relation
2 People:	7 Serving
3 Things:	8 No relation

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Physical Therapy Aide

OTHER TITLES: Attendant, Physical Therapy

DEFINITION: Prepares patients for treatment  
by Physical Therapist

D.O.T. NO. 355.878

ENTRY LEVEL JOBS:  
Child Care Attendant  
Psychiatric Aide

RELATED JOBS:

EMPLOYMENT OUTLOOK:

Excellent

HOURS:  
40 or less

AVERAGE EARNINGS:

\$80 - \$110 inexperienced

\$110 - \$150 experienced

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:

first aid

health

biology

human anatomy

COURSE LOCATION:

D.O.T. LOCATION:

Vol. I page 29

Vol. II " 479

Sup. I " 58

Sup. II " 149

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12 X
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	X
Health Careers	
Structural Careers	
Specific Occupational Education	

SPECIAL REQUIREMENTS:	
patience & sympathy for others	
ability to relate to others	
attentiveness to detail	
clean personal habits	
freedom from communicable disease	

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	H
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	X
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	X
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:	
1 Data:	8 no relation
2 People:	7 serving
3 Things:	8 no relation

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREER/GRAM

JOB TITLE: Dental Technician

DEFINITION:

OTHER TITLES:

D.O.T. NO. 712.381

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:

Good

HOURS:

40 week

AVERAGE EARNINGS:

\$85.00 to start

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:

mathematics  
blueprint reading  
human anatomy

COURSE LOCATION:

D.O.T. LOCATION:

Vol. I	page	194
Vol. II	"	312
Sup. I	"	188
Sup. II	"	36

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

## HIGH SCHOOL COURSE OF STUDY:

Career Development Program:

Architectural Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

## SPECIAL REQUIREMENTS:

ability to learn & apply craft technique
ability to assume responsibility spatial perception
ability to apply shop mathematics

CONDITIONS:	
1 Inside	
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	
5 Talking, hearing	
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

## RELATION TO:

1 Data:	3 compiling
2 People:	8 no relation
3 Things:	1 precision work

USOE CLUSTER # 9

HOSPITALITY AND RECREATION



PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Recreation Aide

DEFINITION: Conducts recreation activities with assigned groups in public department or voluntary agency.

D.O.T. NO. 195,228

## ENTRY LEVEL JOBS:

Junior Counselor - Camp

## RELATED JOBS:

EMPLOYMENT OUTLOOK:  
Increase Rapidly

HOURS: 40 - 50 hours

## AVERAGE EARNINGS:

\$8,000. - 10,000./year

## UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:
Crafts
Recreational activities
Sports

## COURSE LOCATION:


## D.O.T. LOCATION:

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Vol. II	"	345
Sup. I	"	34
Sup. II	"	68

## OTHER TITLES:

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12 X
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	X
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	X
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
U Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	X
11 Color Discrimination	

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	X
Structural Careers	
Specific Occupational Education	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	
5 Talking, hearing	X
6 Visual acuity	

SPECIAL REQUIREMENTS:	
Preference for public contact	
Interest in recreational activities	

## RELATION TO:

1 Data:	2 Analyzing
2 People:	2 Instructing
3 Things:	8 No Relation

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Travel Counselor

OTHER TITLES: Touring Counselor  
Traveling Clerk

DEFINITION: Plans trips, indicates points of interest, restaurants, hotels, road information, etc. Reserves hotel, motel, bus, ship, train, plans for client or member of auto club.

ENTRY LEVEL JOBS:

Ticket Clerk

RELATED JOBS:

Dispatcher

EMPLOYMENT OUTLOOK:

N/A

HOURS:

N/A

AVERAGE EARNINGS:

N/A

UNION ASSOCIATION AFFILIATION:

∞ ∞

SUGGESTED CAREER ELECTIVES:	
History	
Geography	

COURSE LOCATION:	
Some night or correspondence schools	

D.O.T. LOCATION:	
Vol. I	page 754
Vol. II	" 261
Sup. I	" 46
Sup. II	" 10

D.O.T. NO. 237.168

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12 X
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SPECIAL REQUIREMENTS:	
Good reasoning ability	
Preparing itineraries	
Making travel arrangements	

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	
5 Talking, hearing	X
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	X
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
✓ Precision, accuracy	

RELATION TO:			
1 Data:	1	Coordinating	
2 People:	6	Speaking-signal	
3 Things:	8	No relation	

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

Front Clerk  
Desk Clerk  
Day Clerk

JOB TITLE: Hotel, Motel Clerk

OTHER TITLES:

DEFINITION: Accommodates hotel patrons by registering guests and assigning rooms. Issues room key and escort instructions to bellman. Sorts and racks incoming mail, confirms reservations.

ENTRY LEVEL JOBS: Bellman

RELATED JOBS:

EMPLOYMENT OUTLOOK:

Rapid Increases

HOURS: 40 hours

AVERAGE EARNINGS: \$2.00/hour

UNION ASSOCIATION AFFILIATION:

Hotel and Restaurant

Employee's Union

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:

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Sup. I " 47

Sup. II " 11

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12 X
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machinery, procedures	X
0 Tangible results	

TEMPERAMENT:

1 Varied duties, frequent change X

2 Repeated, set procedures

3 Matching specified instructions

4 Directing &amp; planning for others

5 Working with others X

6 Working alone &amp; apart

7 Influencing other people's ideas

8 Risks, unexpected events, emergencies

9 Making empirical judgments, decisions

0 Analyzing facts and figures

X Interpreting personal feelings

Y Precision, accuracy

APTITUDES:

1 General Learning X

2 Verbal Ability X

3 Numerical Ability

4 Spatial Ability

5 Form Perception

6 Clerical Perception X

7 Motor Coordination

8 Finger Dexterity

9 Manual Dexterity

10 Eye-Hand-Foot Coordination

11 Color Discrimination

HIGH SCHOOL COURSE OF STUDY:

Career Development Program:

Architectural Careers

Automotive Careers

Business Careers X

Electro Careers

Graphic Arts Careers

Health Careers

Structural Careers

Specific Occupational Education

SPECIAL REQUIREMENTS:

Clerical perception

Accurate record keeping

Ability to relate to people

PHYSICAL DEMANDS:

1 Strength L

2 Climbing, balancing

3 Stooping, kneeling, crawling

4 Manual dexterity

5 Talking, hearing X

6 Visual acuity

RELATION TO:

1 Data: 3 Compiling

2 People: 6 Speaking-Signal

3 Things: 8 No Relation

CLUSTER # 10

MANUFACTURING

CAREER PREPARATION ANALYSIS CHART  
PROJECT CAREER/GUIDANCE

## CAREEROGRAM

JOB TITLE: Machinist

DEFINITION: Sets up and operates machine tools, and fits and assembles parts to make or repair metal parts, mechanisms tools or machines.

## ENTRY LEVEL JOBS:

Machinist, Apprentice

## RELATED JOBS:

Toolmaker

Welder

EMPLOYMENT OUTLOOK:  
Slow Increase

HOURS: 40 hours average

AVERAGE EARNINGS: \$3.50/hour

UNION ASSOCIATION AFFILIATION:  
International Association of  
Machinists and Aerospace  
Workers

## SUGGESTED CAREER ELECTIVES:

blueprint reading
shop mathematics
metallurgy
metals shop

## COURSE LOCATION:


## D.O.T. LOCATION:

Vol. I	page	438
Vol. II	"	430
Sup. I	"	134
Sup. II	"	102

OTHER TITLES: May be designated according to speciality

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	
Apprentice Training	X
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	
Machine shop	X

SPECIAL REQUIREMENTS:	
preference for work w/machines	
attention to detail	
facility in basic math	
physical stamina & agility	
manual & finger dexterity	
ability to adapt	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interacting personal feelings	
Y Precision, accuracy	X

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

RELATION TO:		
1 Data:	2	Analyzing
2 People:	8	No Relation
3 Things:	0	Setting up



CAREER PREPARATION ANALYSIS CHART  
PROJECT CAREER/GUIDANCE

## CAREERPROGRAM

JOB TITLE: Tool and Die Maker

DEFINITION: Analyzes specifications, lays out stock, sets up and operates machine tools, fits and assembles parts to make and repair metal working dies, cutting tools, jigs, fixtures, gauges, and machinist's tools

ENTRY LEVEL JOBS:  
Tool and Die Apprentice

RELATED JOBS:  
Machinist  
Welder

EMPLOYMENT OUTLOOK:  
Slow Increase

HOURS: 40 hours

AVERAGE EARNINGS: \$4.15/hour

UNION ASSOCIATION AFFILIATION:  
International Association of  
Machinists and Aerospace  
Workers

SUGGESTED CAREER ELECTIVES:	
blueprint reading	
shop mathematics	
metallurgy	
metals shop	

COURSE LOCATION:	

D.O.T. LOCATION:	
Vol. I	page 744
Vol. II	" 430
Sup. I	" 134
Sup. II	" 102

## OTHER TITLES:

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	
Apprentice Training	X
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

SPECIAL REQUIREMENTS:	
preference for machine work	
attention to detail	
facility in basic math	
physical stamina & agility	
manual & finger dexterity	
ability to adapt	

RELATION TO:	
1 Data:	2 Analyzing
2 People:	8 No Relation
3 Things:	0 Setting up

CAREER PREPARATION ANALYSIS CHART  
PROJECT CAREER/GUIDANCE

## CAREEROGRAM

JOB TITLE: Heavy Equipment Mechanic

OTHER TITLES: Heavy Equipment Mechanic

DEFINITION: Analyzes malfunction and rebuilds repairs, and adjusts heavy construction equipment other than internal combustion engines

## ENTRY LEVEL JOBS:

Engineering Equipment Helper

## RELATED JOBS:

Operating Engineer

## EMPLOYMENT OUTLOOK:

Rapid Increase

HOURS: Irregular

## AVERAGE EARNINGS:

\$5.00 to \$7.00/hour.

## UNION ASSOCIATION AFFILIATION:

International Union of  
Operating Engineers

## SUGGESTED CAREER ELECTIVES:

metals shop - blueprint  
automotive repair reading  
power shop  
hydraulics  
shop mathematics  
general physics

## COURSE LOCATION:

## D.O.T. LOCATION:

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Vol. II	"	312
Sup. I	"	148
Sup. II	"	45

## TOTAL EDUC/TRNG REQUIREMENTS:

H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	
Apprentice Training	X
Technical Institute	X
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

## HIGH SCHOOL COURSE OF STUDY:

Career Development Program:	
Architectural Careers	
Automotive Careers	X
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

## SPECIAL REQUIREMENTS:

manual and finger dexterity	
physical stamina	
agility	

## CONDITIONS:

1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

## APTITUDES:

1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

## PHYSICAL DEMANDS:

1 Strength	H
2 Climbing, balancing	
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

## TEMPERAMENT:

1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

## RELATION TO:

1 Data:	2 Analyzing
2 People:	8 No Relation
3 Things:	1 Precision work

CAREER PREPARATION ANALYSIS CHART  
PROJECT CAREER/GUIDANCE

## CAREER PROGRAM

JOB TITLE: Air-Conditioning, Heating,  
and Refrigeration

DEFINITION: Installs, services, and repairs  
commercial air-conditioning units, usually  
rated in excess of 100 tons cooling capacity

## ENTRY LEVEL JOBS:

Air-Conditioning Mechanic  
Helper

## RELATED JOBS:

Refrigeration Repairman  
Pipefitter

## EMPLOYMENT OUTLOOK:

Increase Very Rapidly

HOURS: 40 hours - Irregular

## AVERAGE EARNINGS:

\$3.25 to \$7.00/hour

## UNION ASSOCIATION AFFILIATION:

## SUGGESTED CAREER ELECTIVES:

metals shop
shop mathematics
chemistry

## COURSE LOCATION:


## D.O.T. LOCATION:

Vol. I	page	8
Vol. II	"	312
Sup. I	"	153
Sup. II	"	45

## OTHER TITLES:

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	
Apprentice Training	X
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	X
6 Hazards	X
7 Fumes	X
Odors	
Toxic	X
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	X
Specific Occupational Education Air Conditioning	X

SPECIAL REQUIREMENTS:	
manual and finger dexterity ability to learn and apply craft techniques	

PHYSICAL DEMANDS:	
1 Strength	H
2 Climbing, balancing	X
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	X
9 Machines, procedures	
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	2	Analyzing
2 People:	8	No Relation
3 Things:	1	Precision work

CAREER PREPARATION ANALYSIS CHART  
PROJECT CAREER/GUIDANCE

## CAREEROGRAM

JOB TITLE: Electrical Appliance Repairperson

OTHER TITLES: Small appliance Repairperson  
Appliance - service representativeDEFINITION: Repairs electrical appliances  
using handtools and electrical testing  
instrumentsENTRY LEVEL JOBS:  
Appliance repair traineeRELATED JOBS:  
Electrician  
Radio-TV Repair  
EMPLOYMENT OUTLOOK  
Increase Rapidly

HOURS: Irregular

AVERAGE EARNINGS:

Not Available

UNION ASSOCIATION AFFILIATION:  
National appliance and Radio-TV  
Dealers Association

## SUGGESTED CAREER ELECTIVES:

shop mathematics
general physics
metals shop
crafts

## COURSE LOCATION:


## D.O.T. LOCATION:

Vol. I	page 237
Vol. II	" 312
Sup. I	" 194
Sup. II	" 38

## TOTAL EDUC/TRNG REQUIREMENTS:

H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad	
Graduate School	

## HIGH SCHOOL COURSE OF STUDY:

Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	
Electro Careers	X
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

## SPECIAL REQUIREMENTS:

finger - manual dexterity
spatial perception
ability to use handtools
form perception

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stopping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

## RELATION TO:

1 Data:	3 Compiling
2 People:	8 No relation
3 Things:	1 Precision work

# CAREER PREPARATION ANALYSIS CHART PROJECT CAREER/GUIDANCE

CAREEROGRAM

JOB TITLE: Patternmaker

OTHER TITLES: Jig and form maker  
plug maker

DEFINITION: Fabricates patterns, fixtures, jigs, and templates used in producing plastic articles.

D.O.T. NO. 754.381

ENTRY LEVEL JOBS:

Pattern maker apprentice

RELATED JOBS:

Foundry workers  
Molders

EMPLOYMENT OUTLOOK:

Little or no change

HOURS: Average 40

AVERAGE EARNINGS:

\$3.00 to \$5.00 per hour

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:	
blueprint reading	
art	
model hobbies	

COURSE LOCATION:	

D.O.T. LOCATION:	
Vol. I	page 521
Vol. II	" 312
Sup. I	" 213
Sup. II	" 43

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	
Apprentice Training	X
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	X
Specific Occupational Education	
metals shops	X

SPECIAL REQUIREMENTS:	
space perception	
form perception	
eye-hand coordination	
finger - manual dexterity	
attention to detail	
patience	

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	X
Odors	X
Toxic	X
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:	
1 Data:	3 Compiling
2 People:	8 No relation
3 Things:	1 Precision work



CAREER PREPARATION ANALYSIS CHART  
Project CAREER/Guidance

## CAREERPROGRAM

JOB TITLE: Welder

DEFINITION: Welds metal parts together according to layouts, blueprints, or work orders

D.O.T. NO. 810.884

OTHER TITLES: May be designated according to specialty

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	
Apprentice Training	X
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

ENTRY LEVEL JOBS:  
Welder HelperRELATED JOBS:  
Fabrication and repair  
Metal-unit assemblingEMPLOYMENT OUTLOOK:  
Rapid Increase

HOURS: Average 40

AVERAGE EARNINGS: \$3.50/hour

UNION ASSOCIATION AFFILIATION:  
International Association of  
Machinists and Aerospace  
Workers

SUGGESTED CAREER ELECTIVES:	
blueprint reading	
metallurgy	
general physics	
general chemistry	
shop mathematics	

COURSE LOCATION:

D.O.T. LOCATION:

Vol. I	page	790
Vol. II	"	322
Sup. I	"	240
Sup. II	"	66

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education metals	X

SPECIAL REQUIREMENTS:	
preference for work with hands	
eye-hand coordination	
finger-manual dexterity	

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	X
7 Fumes	X
Odors	
Toxic	X
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	X
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	H
2 Climbing, balancing	
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	X
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	8	No Relation
2 People:	8	No Relation
3 Things:	4	Manipulating



CAREER PREPARATION ANALYSIS CHART  
PROJECT CAREER/GUIDANCE

## CAREER PROGRAM

JOB TITLE: Electronics Technician

Applies electronic theory, principles of  
DEFINITION: electrical circuits, electrical  
testing procedures, engineering mathematics  
physics and related subjects to layout, build, test,  
troubleshoot, repair, and modify  
developmental and production  
electronic equipment.

## ENTRY LEVEL JOBS:

Electronics trainee

## RELATED JOBS:

Broadcast technician  
Electrical technician

## EMPLOYMENT OUTLOOK:

Very Good

HOURS: Average 40

## AVERAGE EARNINGS:

\$6,500. to \$8,500. per year

## UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:
higher mathematics
electronics
physics
chemistry
blueprint reading
drafting

## COURSE LOCATION:

## D.O.T. LOCATION:

Vol. I	page	246
Vol. II	"	379
Sup. I	"	2
Sup. II	"	95

## OTHER TITLES:

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	
Apprentice Training	
Technical Institute	X
Business College	
Junior or Community College	X
4-year College Grad.	
Graduate School	

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	X
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

HIGH SCHOOL COURSE OF STUDY:
Career Development Program:
Architectural Careers
Automotive Careers
Business Careers
Electro Careers
Graphic Arts Careers
Health Careers
Structural Careers
Specific Occupational Education
electronics
X

SPECIAL REQUIREMENTS:
facility with math & language
spatial perception
learn and apply basic
engineering and technical
methods

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stopping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

RELATION TO:	
1 Data:	2 Analyzing
2 People:	8 No relation
3 Things:	1 Precision work

CAREER PREPARATION ANALYSIS CHART  
PROJECT CAREER/GUIDANCE

## CAREEROGRAM

JOB TITLE: Furnace Repairperson

OTHER TITLES: Furnace Installer and  
Repairperson Hot AirDEFINITION: Installs and repairs hot-air  
furnaces in accordance with diagrams  
and other specifications

D.O.T. NO. 869.281

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	
Apprentice Training	X
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

ENTRY LEVEL JOBS:  
Repairman HelperRELATED JOBS:  
Air Conditioning and Refrigeration - Oil Burner MechanicsEMPLOYMENT OUTLOOK:  
Increase RapidlyHOURS: Irregular  
Shift workAVERAGE EARNINGS:  
\$3.25 to \$7.50 per hour

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:	
shop mathematics	
general physics	
metals shop	
blueprint reading	

COURSE LOCATION:	

D.O.T. LOCATION:	
Vol. I	page 320
Vol. II	" 312
Sup. I	" 254
Sup. II	" 44

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	2 Analyzing	
2 People:	8 No relation	
3 Things:	1 Precision work	

CLUSTER # 11

MARINE SCIENCE

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Oceanographer Technician

OTHER TITLES: May be designated according to specialty

DEFINITION: Studies physical aspects of ocean, such as density, temperature, and ability to transmit light and sound; movement of sea; and relationship between sea and atmosphere

## ENTRY LEVEL JOBS:

Research Assistant  
Laboratory Assistant

## RELATED JOBS:

Geophysicist  
Marine Biologist  
EMPLOYMENT OUTLOOK:  
Small demand and smaller at present

## HOURS:

varied - research

## AVERAGE EARNINGS:

\$8,000 - \$10,000/yr. beg.

## UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:	
Higher mathematics	
Physics	
Chemistry	

## COURSE LOCATION:


## D.O.T. LOCATION:

Vol. I	page	332
Vol. II	"	466
Sup. I	"	8
Sup. II	"	147

## TOTAL EDUC/TRNG REQUIREMENTS:

H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	X
Graduate School	X

## HIGH SCHOOL COURSE OF STUDY:

Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	X

## SPECIAL REQUIREMENTS:

Thoroughness - penchant for detail; Facility for mathematics	
High interest in science	
Preference for research work	

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business con: people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	X
8 Abstraction, creativity	X
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:	
1 Data:	0 Synthesizing
2 People:	8 No relation
3 Things:	1 Precision Work

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Marine Mechanic

OTHER TITLES: Marine Engine Mechanic

DEFINITION: Installs and repairs gasoline and diesel engines in boats such as yachts, tugs and trawlers following specifications

D.O.T. NO. 623.281

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	
Apprentice Training	X
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

ENTRY LEVEL JOBS:

Marine Engine Machinist Apprentice

RELATED JOBS:

Diesel Mechanic, Deck Engine Mechanic, Marine Engineer

EMPLOYMENT OUTLOOK:

HOURS:

Unknown

AVERAGE EARNINGS:

10 Unknown

12 UNION ASSOCIATION AFFILIATION:

Unknown

SUGGESTED CAREER ELECTIVES:

Shop mathematics

Engine repair

Blueprint reading

COURSE LOCATION:

D.O.T. LOCATION:

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Vol. II " 312

Sup. I " 149

Sup. II " 41

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	2	Analyzing
2 People:	8	No relation
3 Things:	1	Precision Work



# PROJECT CAREER/GUIDANCE CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Yacht and Boat Builder

OTHER TITLES:

DEFINITION: Fabricates, repairs, or modifies wooden boats, liferafts, and pontoons, using hand tools, power tools, and measuring instruments following blueprints

D.O.T. NO. 860.381

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12 X
	PG
On-the-Job Training	
Apprentice Training	X
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

ENTRY LEVEL JOBS:

Boatbuilder Apprentice

RELATED JOBS:

Finish Carpenter

Joiner

EMPLOYMENT OUTLOOK:

limited (regional occupation)

HOURS:

Unknown

AVERAGE EARNINGS:

Unknown

UNION ASSOCIATION AFFILIATION:

Unknown

SUGGESTED CAREER ELECTIVES:

Shop mathematics

Wood shop program

Blueprint reading

Hobby building

COURSE LOCATION:

D.O.T. LOCATION:

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Vol. II " 312

Sup. I " 250

Sup. II " 44

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Fine Perception	
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	X
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	

SPECIAL REQUIREMENTS:	
Finger and manual dexterity	
Eye-hand coordination:	
Preference for craft-related tasks:	
Ability to use hand tools:	
Ability to follow specific directions	

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	3	Compiling
2 People:	8	No relation
3 Things:	1	Precision Work

CLUSTER # 12

MARKETING AND DISTRIBUTION

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Buyer

OTHER TITLES: Designated according to  
type of merchandise.

DEFINITION: Purchases merchandise for  
resale basing selection on nature of clientele,  
demand for specific merchandise and  
experience as buyer

D.O.T. NO. 162.158

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	X
Junior or Community College	
4-year College Grad.	X
Graduate School	

ENTRY LEVEL JOBS:

Sales general

RELATED JOBS:

Purchasing Agent  
Broker

EMPLOYMENT OUTLOOK:

Slow increase

HOURS:

40/week

AVERAGE EARNINGS:

\$10,000.00

UNION ASSOCIATION AFFILIATION:

None

SUGGESTED CAREER ELECTIVES:

Business administration  
Marketing  
Sales psychology

COURSE LOCATION:

D.O.T. LOCATION:

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Sup. I	"	22
Sup. II	"	150

SPECIAL REQUIREMENTS:

Outgoing personality  
Good grooming

HIGH SCHOOL COURSE OF STUDY:

Career Development Program:

Architectural Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	X
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	X
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:

1 Data:	1	Coordinating
2 People:	5	Persuading
3 Things:	8	No relation

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Advertising Assistant

OTHER TITLES: Advertising Man

Plans or assists in planning, note sale of company's products. May write copy, do layout work, set up displays and write sales out-line for use by sales staff.

D.O.T. NO. 164.068

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	
Apprentice Training	
Technical Institute	X
Business College	
Junior or Community College	X
4-year College Grad.	
Graduate School	

ENTRY LEVEL JOBS: Copywriter

RELATED JOBS: Retail sales  
JournalismEMPLOYMENT OUTLOOK:  
Slow IncreaseHOURS:  
IrregularAVERAGE EARNINGS:  
\$6,500 - 8,000/year

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:	

COURSE LOCATION:	

D.O.T. LOCATION:	
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HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SPECIAL REQUIREMENTS:	
Post-high school courses	
psychology, Sociology,	
English, Advertising	
Some art background	

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	X
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	X
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	X
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	X
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:	
1 Data:	0 Synthesizing
2 People:	6 Speaking-Signal
3 Things:	8 No Relation

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Assistant Store Manager

OTHER TITLES:

DEFINITION: Assists manager in managing retail store. Assumes authority and responsibilities of manager during his absence.

ENTRY LEVEL JOBS:

Supervisor

RELATED JOBS:

Concession Supervisor

Service Manager

EMPLOYMENT OUTLOOK:

Moderate Increase

HOURS:

Average 40 (Irregular)

AVERAGE EARNINGS:

UNION ASSOCIATION AFFILIATION:

None

SUGGESTED CAREER ELECTIVES:

Business Management

Psychology

Sociology

Personnel Relations

COURSE LOCATION:

D.O.T. LOCATION:

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TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	X
Junior or Community College	
4-year College Grad.	X
Graduate School	

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stopping, kneeling, crawling	
4 Manual dexterity	
5 Talking, hearing	X
6 Visual acuity	

SPECIAL REQUIREMENTS:	
Ability to plan, initiate, execute programs	
Leadership qualities	
Verbal facility	
Ability to relate to others	

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	X
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	X
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:		
1 Data:	1	Coordinating
2 People:	6	Speaking Signal
3 Things:	8	No Relations



PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Real Estate Salesperson

OTHER TITLES: Real Estate Agent

DEFINITION: Rents, buys, and sells property for clients on commission basis. Draws up real estate contracts.

ENTRY LEVEL JOBS: Agent

RELATED JOBS: Real Estate Broker

EMPLOYMENT OUTLOOK:  
Moderate Increase

HOURS: Irregular

AVERAGE EARNINGS: 7,000./year  
\$12,000 to \$20,000/yearly

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:	
Business administration	
Marketing	
Real estate law	

COURSE LOCATION:	

D.O.T. LOCATION:	
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Vol. II	" 488
Sup. I	" 48
Sup. II	" 150

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12 X
	PG
On-the-Job Training	
Apprentice Training	
Technical Institute	
Business College	X
Junior or Community College	X
4-year College Grad.	
Graduate School	

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SPECIAL REQUIREMENTS:	
Good grooming and attire	
Public contact work	
Poise and good vocabulary	

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	
5 Talking, hearing	X
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	X
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:	
1 Data:	1 Precision Work
2 People:	1 Precision Work
3 Things:	8 No Relation

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Sales Correspondent

OTHER TITLES:

DEFINITION: Compiles data pertinent to the manufacture of special products for customers. Confers with engineering and production department on all phases of special order and relays such to customer.

ENTRY LEVEL JOBS:

Clerical Positions, Order Taker

RELATED JOBS:

EMPLOYMENT OUTLOOK: Slow

HOURS: 40 hours

AVERAGE EARNINGS:

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:
English Grammar and
Composition

COURSE LOCATION:

D.O.T. LOCATION:
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D.O.T. NO. 204.388

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12 X
	PG
On-the-Job Training	
Apprentice Training	
Technical Institute	
Business College	X
Junior or Community College	X
4-year College Grad.	
Graduate School	

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SPECIAL REQUIREMENTS:	
Good vocabulary	
Attention to detail	

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	
5 Talking, hearing	X
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:	
1 Data:	3 Compiling
2 People:	8 No Relation
3 Things:	8 No Relation

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREERGRAM

JOB TITLE: Bank Teller

OTHER TITLES: General Teller

DEFINITION: Receives and pays out money and keeps records of money and negotiable instruments involved in various bank transactions.

ENTRY LEVEL JOBS:  
no entry level position

RELATED JOBS:  
cashier  
post office clerk  
EMPLOYMENT OUTLOOK:  
increase rapidly

HOURS:  
40 hour week

AVERAGE EARNINGS:  
\$100 week

UNION ASSOCIATION AFFILIATION:

110

SUGGESTED CAREER ELECTIVES:
bookkeeping
machine operation
sales

COURSE LOCATION:

D.O.T. LOCATION:
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Vol. II " 267
Sup. I " 38
Sup. II " 11

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12 X
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SPECIAL REQUIREMENTS:
accuracy and attention to detail
tact and courtesy
honesty
neatness
good memory

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	
8 Finger Dexterity	X
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:		
1 Data:	3	compiling
2 People:	6	speak, -signalling
3 Things:	8	no relation

# PROJECT CAREER/GUIDANCE CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Assistant Buyer

OTHER TITLES: Procurement Clerk  
Award Clerk  
Bid Clerk

DEFINITION: Compiles information and records to draw up purchase orders for procurement of material.

D.O.T. NO. 223.368

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	
Apprentice Training	
Technical Institute	
Business College	X
Junior or Community College	
4-year College Grad.	
Graduate School	

ENTRY LEVEL JOBS: Laborer Stores

RELATED JOBS: Brokerage Clerk

EMPLOYMENT OUTLOOK:

HOURS: 40 hours may vary  
may be shift work.

AVERAGE EARNINGS:

1111

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:	
bookkeeping	
speech	
public relations	

COURSE LOCATION:	

D.O.T. LOCATION:	
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Sup. I	" 42
Sup. II	" 10

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:	
1 Data:	3 compiling
2 People:	6 speak.-signalli
3 Things:	8 no relation

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREERPROGRAM

JOB TITLE: Meat Clerk

OTHER TITLES:

DEFINITION: Receives, stores, and grinds meats  
in retail establishment. D.O.T. NO. 223.684

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

ENTRY LEVEL JOBS:

RELATED JOBS:

Warehouseman  
Shipping Clerk

EMPLOYMENT OUTLOOK:

HOURS:

40 hours a week

AVERAGE EARNINGS:

\$2.00 - \$3.00 an hour

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:	
bookkeeping	
inventory control	

COURSE LOCATION:

D.O.T. LOCATION:

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Sup. I	"	43
Sup. II	"	23

SPECIAL REQUIREMENTS:

ability to follow routine
ability to follow detail instruc
accuracy and attention to
detail

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	X

PHYSICAL DEMANDS:	
1 Strength	H
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	X
3 Matching specified instructions	X
4 Directing & planning for others	
5 Working with others	
6 Working-alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:

1 Data:	6 comparing
2 People:	8 no relation
3 Things:	4 manipulating



PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Field Interviewer

OTHER TITLES: Survey Worker

Public Interviewer

DEFINITION: Interviews public and compiles statistical information on topics, such as public issues or consumer buying habits.

ENTRY LEVEL JOBS:

Information Clerk

RELATED JOBS:

Employment Interviewer  
Placement Officer

EMPLOYMENT OUTLOOK:

HOURS:

AVERAGE EARNINGS:

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:

Personnel management
business administration
liberal arts
psychology
sociology

COURSE LOCATION:

D.O.T. LOCATION:

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Vol. II	"	250
Sup. I	"	47
Sup. II	"	9

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	
Apprentice Training	
Technical Institute	
Business College	X
Junior or Community College	
4-year College Grad.	X
Graduate School	

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

SPECIAL REQUIREMENTS:	
neat appearance and poise	
good verbal expression	
ability to reason analytically	
tactfulness	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	
TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:	
1 Data:	2 analyzing
2 People:	6 speak, -signalling
3 Things:	8 no relation

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: General Salesperson

OTHER TITLES:

DEFINITION: Displays, describes, and sells to individuals, merchandise utilizing general knowledge of the characteristics quality and merit of items sold.

D.O.T. NO. 289-358

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:

Slow Increase

HOURS: 40 hours

AVERAGE EARNINGS:

\$1.60 - 3.00 hour

UNION ASSOCIATION AFFILIATION:  
Retail Clerks International

SUGGESTED CAREER ELECTIVES:

Business administration  
Marketing

COURSE LOCATION:

D.O.T. LOCATION:

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CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	X
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

## HIGH SCHOOL COURSE OF STUDY:

Career Development Program:

Architectural Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

## PHYSICAL DEMANDS:

1 Strength	I
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	

## SPECIAL REQUIREMENTS:

Good grooming and attire
Public contact work
Poise and good vocabulary

## RELATION TO:

1 Data:	3	Compiling
2 People:	5	Persuading
3 Things:	8	No Relation

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: SALES CLERK

retail clerk

OTHER TITLES: retail trade salesworker

DEFINITION: receives payment for merchandise selected by customer, may keep sales records or order merchandise, wraps & bags goods, keeps shelves stocked

D.O.T. NO. 290,478

## ENTRY LEVEL JOBS:

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12 X
	PG
On-the-Job Training	
Apprentice Training	X
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

RELATED JOBS: general sales, grocer, sales attendant, branch store manager

## EMPLOYMENT OUTLOOK:

moderate increase in number of positions thru mid 1980's

## HOURS:

40 hr week; longer at

Christmas, etc.

## AVERAGE EARNINGS:

\$1.60-3.00/hr.

## UNION ASSOCIATION AFFILIATION:

local, or Retail Clerks International Associates

SUGGESTED CAREER ELECTIVES:	
commercial arithmetic	
salesmanship	
distributive education	

## COURSE LOCATION:


## D.O.T. LOCATION:

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Sup. I	"	52
Sup. II	"	153

## SPECIAL REQUIREMENTS:

part-time sales experience, preference for public contact work


## CONDITIONS:

1	Inside	X
	Outside	
	Both	
2	Cold temp	
3	Hot temp	
4	Wet, humid	
5	Noise, vibration	
6	Hazards	
7	Fumes	
	Odors	
	Toxic	
	Dust	
	Poor Ventilation	

## INTERESTS:

1	Dealing with things & objects	
2	Business contact with people	X
3	Routine, system	X
4	Social welfare	
5	Prestige, esteem	
6	Communication of ideas	
7	Science & technology	
8	Abstraction, creativity	
9	Machines, procedures	
0	Tangible results	

## TEMPERAMENT:

1	Varied duties, frequent change	
2	Repeated, set procedures	X
3	Matching specified instructions	X
4	Directing & planning for others	
5	Working with others	X
6	Working alone & apart	
7	Influencing other people's ideas	
8	Risks, unexpected events, emergencies	
9	Making empirical judgments, decisions	
0	Analyzing facts and figures	
X	Interpreting personal feelings	
Y	Precision, accuracy	X

## APTITUDES:

1	General Learning	X
2	Verbal Ability	X
3	Numerical Ability	X
4	Spatial Ability	
5	Form Perception	
6	Clerical Perception	X
7	Motor Coordination	
8	Finger Dexterity	
9	Manual Dexterity	
10	Eye-Hand-Foot Coordination	
11	Color Discrimination	

## HIGH SCHOOL COURSE OF STUDY:

Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

## PHYSICAL DEMANDS:

1	Strength	X
2	Climbing, balancing	
3	Stooping, kneeling, crawling	
4	Manual dexterity	X
5	Talking, hearing	X
6	Visual acuity	

## RELATION TO:

1	Date:	4	computing
2	People:	7	service
3	Things:	8	

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Demonstrator

DEFINITION: Creates buying interest on part of public by demonstrating and explaining qualities and function of merchandise.

## ENTRY LEVEL JOBS:

Sales Work

Copywriter

## RELATED JOBS:

Purchase and Sales Work

## EMPLOYMENT OUTLOOK:

Slow Increase

## HOURS:

Irregular

## AVERAGE EARNINGS:

\$6,500 - 8,000/year

## UNION ASSOCIATION AFFILIATION:

116

## SUGGESTED CAREER ELECTIVES:

Business Administration

Marketing

## COURSE LOCATION:

## D.O.T. LOCATION:

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## OTHER TITLES:

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12 X
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	X
4-year College Grad.	
Graduate School	

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	X
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	

SPECIAL REQUIREMENTS:	
Preference for public contact	
Poise and good vocabulary	
Good grooming and attire	

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

RELATION TO:			
1 Data:	4	Computing	
2 People:	5	Persuading	
3 Things:	8	No Relation	

# PROJECT CAREER/GUIDANCE CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Display Person

OTHER TITLES: Decorator, Display Trimmer

DEFINITION: Displays merchandise in windows and showcases, and on sales floor to attract attention of prospective customers.

ENTRY LEVEL JOBS: Copywriter

RELATED JOBS:

EMPLOYMENT OUTLOOK: Slow Increase

HOURS: Irregular

AVERAGE EARNINGS: \$7,000/year

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:	
Art	
Illustration	
Painting	
History	
English	

COURSE LOCATION:	

D.O.T. LOCATION:	
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Sup. II	" 2

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12 X
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	X
Business College	
Junior or Community College	
4-year College Grad.	Art X
Graduate School	

D.O.T. NO. 298.081

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	X

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	X
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

SPECIAL REQUIREMENTS:	
Color Discrimination	
Artistic Ability	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	X
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:	
1 Data:	0 Synthesizing
2 People:	8 No Relation
3 Things:	1 Precision Work



PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREERGRAM

JOB TITLE: Customer Service Specialist

OTHER TITLES:

Personal Shopper

DEFINITION: Writes special orders for services and merchandise, and performs personal services for customers, approves checks and answers customer's inquiries and directs them to source of more pertinent information.

## ENTRY LEVEL JOBS:

Sales Work

## RELATED JOBS:

## EMPLOYMENT OUTLOOK:

Little Increase

HOURS: 35-40 hours

AVERAGE EARNINGS: \$5.18/hour

## UNION ASSOCIATION AFFILIATION:

Depends on particular occupation.

## SUGGESTED CAREER ELECTIVES:

General Clerical Training

## COURSE LOCATION:

## D.O.T. LOCATION:

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Sup. II	" 11

## TOTAL EDUC/TRNG REQUIREMENTS:

H. S. Grade Completed:	10
	11
	12 X
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

## HIGH SCHOOL COURSE OF STUDY:

Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

## SPECIAL REQUIREMENTS:

Preference for "white collar" work	
Ability to follow instructions	

## CONDITIONS:

1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

## APTITUDES:

1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

## PHYSICAL DEMANDS:

1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	

## TEMPERAMENT:

1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

## RELATION TO:

1 Data:	3 Compiling
2 People:	6 Speaking-Signal
3 Things:	8 No Relation

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREERGRAM

JOB TITLE: Stock Person

Warehouseman

OTHER TITLES:

DEFINITION: Receives, stores, ships,  
and distributes materials, tools,  
equipment, and products within  
establishments as directed.

D.O.T. NO. 922-887

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:

Moderate Increase

HOURS: 40 hours

AVERAGE EARNINGS: \$115.00/week

UNION ASSOCIATION AFFILIATION:  
Retail Clerks International

SUGGESTED CAREER ELECTIVES:	

COURSE LOCATION:	

D.O.T. LOCATION:	
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SPECIAL REQUIREMENTS:	
Record of reliability,	
honesty, industry	
Physical stamina	
Preference for factory work	
Undistinguished scholastic	
record	

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot	
Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stopping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	X
3 Matching specified instructions	X
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:		
1 Data:	8	No Relation
2 People:	8	No Relation
3 Things:	7	Handling

CLUSTER # 13

PERSONAL SERVICES

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Waiter and Waitress

OTHER TITLES:

DEFINITION: Serves meals to patrons according to established rules of etiquette, working in a formal setting

## ENTRY LEVEL JOBS:

Busboy, Kitchen Helper

## RELATED JOBS:

EMPLOYMENT OUTLOOK:  
Rapid Increase

## HOURS:

33.8 Avg.

## AVERAGE EARNINGS:

\$1.75 hr. plus tips

## UNION ASSOCIATION AFFILIATION:

Hotel and Restaurant Employees  
Bartenders International Union

## SUGGESTED CAREER ELECTIVES:

Health
Culinary Arts
Social Etiquette

## COURSE LOCATION:


## D.O.T. LOCATION:

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D.O.T. NO. 311.878

## TOTAL EDUC/TRNG REQUIREMENTS:

H. S. Grade Completed:	10
	11
	12 X
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

## HIGH SCHOOL COURSE OF STUDY:

Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	
Culinary Arts	X

## SPECIAL REQUIREMENTS:

Neat and clean personal appearance; Courtesy and pleasant personality; preference for public contact work; Ability to take and follow orders.
---

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stopping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	X
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:	
1 Data:	8 No relation
2 People:	7 Serving
3 Things:	8 No relation

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Kitchen Helper

Cook helper  
Kitchen hand  
Kitchen porter

OTHER TITLES:

DEFINITION: Maintains kitchen work areas  
and restaurant equipment and utensils  
in clean and orderly condition.

D.O.T. NO. 318.887

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

ENTRY LEVEL JOBS:

Elemental occupation

RELATED JOBS:

Pantry worker

EMPLOYMENT OUTLOOK:

Rapid Rise

HOURS:

33.8 /hrs. per week avg.

AVERAGE EARNINGS:

2.00/hr.

UNION ASSOCIATION AFFILIATION:

Hotel and Restaurant Employees  
Bartenders International

SUGGESTED CAREER ELECTIVES:

As this is an elemental  
occupation, no specific  
electives need be taken

COURSE LOCATION:

D.O.T. LOCATION:

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CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	X
4 Wet, humid	X
5 Noise, vibration	
6 Hazards	X
7 Fumes	
Odors	X
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	H
2 Climbing, balancing	
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	

SPECIAL REQUIREMENTS:	
Good physical condition;	
Undistinguished scholastic record; inclination towards routine work; Physical stamina	

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	X
3 Matching specified instructions	X
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:		
1 Data:	8	No relation
2 People:	8	No relation
3 Things:	7	Handling



PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREER/PROGRAM

JOB TITLE: Cosmetologist

OTHER TITLES: Beautician  
Beauty Operator  
Cosmetician

DEFINITION: Provides various beauty services for customers as requested.

D.O.T. NO. 332.271

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	
Apprentice Training	
Technical Institute	X
Business College	
Junior or Community College	X
4-year College Grad.	
Graduate School	

## ENTRY LEVEL JOBS:

Cosmetologist Apprentice,  
Manicurist, Shampooer

## RELATED JOBS:

Barber  
Hair Stylist

## EMPLOYMENT OUTLOOK:

Expand rapidly

## HOURS:

40 hrs. or longer per week

## AVERAGE EARNINGS:

\$65. - \$90. wk. beginning  
up to \$300. wk.

## UNION ASSOCIATION AFFILIATION:

Journeyman, barbers, hairdressers

Cosmetologists and Proprietors'  
International Union of America

## SUGGESTED CAREER ELECTIVES:

Chemistry
Biology
Health
Cosmetology

## COURSE LOCATION:


## D.O.T. LOCATION:

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CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	X
9 Machines, procedures	X
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	2	Analyzing
2 People:	7	Serving
3 Things:	1	Precision Work

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Reducing Salon Attendant

OTHER TITLES:

DEFINITION: Assists customers with various reducing machines and equipment in a reducing salon

ENTRY LEVEL JOBS:

Bath attendant

RELATED JOBS:

Masseur

EMPLOYMENT OUTLOOK:

Unknown

HOURS:

Unknown

AVERAGE EARNINGS:

Unknown

UNION ASSOCIATION AFFILIATION:

Unknown

## SUGGESTED CAREER ELECTIVES:

Biology
Health
Physical Education
Sports

## COURSE LOCATION:


## D.O.T. LOCATION:

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Sup. I	" 57
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D.O.T. NO. 334.878

## TOTAL EDUC/TRNG REQUIREMENTS:

H. S. Grade Completed:	10
	11 X
	12
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

## HIGH SCHOOL COURSE OF STUDY:

Career Development Program:
Architectural Careers
Automotive Careers
Business Careers
Electro Careers
Graphic Arts Careers
Health Careers
Structural Careers
Specific Occupational Education

## SPECIAL REQUIREMENTS:

Courtesy and pleasant personality: preference for public contact; Neat and clean personal appearance; facility to adjust to routine manual dexterity.
---

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	X
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:		
1 Data:	8	No relation
2 People:	7	Serving
3 Things:	8	No relation

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Custodian

OTHER TITLES:

DEFINITION: Keeps hotel, office building, apartment house, or similar building in clean and orderly condition and tends

furnace and boiler to provide heat and hot water for tenants.

ENTRY LEVEL JOBS:

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	
Apprentice Training	X
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

RELATED JOBS:

Building Superintendent

EMPLOYMENT OUTLOOK:

Rapid increase

HOURS:

40 hours

AVERAGE EARNINGS:

\$2.50/hr.

UNION ASSOCIATION AFFILIATION:

Depending upon industry.

SUGGESTED CAREER ELECTIVES:

Simple arithmetic  
Shop courses

COURSE LOCATION:

D.O.T. LOCATION:

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Sup. I	" 64
Sup. II	" 65

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	X
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	H
2 Climbing, balancing	
3 Stopping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	

SPECIAL REQUIREMENTS:	
Preference for work with hands	
Facility to adapt to routine	
Eye-hand coordination	
Finger-manual dexterity	

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	X
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:	
1 Data:	8 No relation
2 People:	8 No relation
3 Things:	4 Manipulating

CLUSTER # 14

PUBLIC SERVICE

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Library Attendant or Assistant

OTHER TITLES: Circulation Clerk  
Desk Attendant

DEFINITION: Compiles records, sorts and shelves books, and issues and receives library materials.

ENTRY LEVEL JOBS:  
Library AideRELATED JOBS:  
Medical Records Librarian  
Credit ClerkEMPLOYMENT OUTLOOK:  
ExcellentHOURS:  
40 hoursAVERAGE EARNINGS:  
\$7,000./year

UNION ASSOCIATION AFFILIATION:

## SUGGESTED CAREER ELECTIVES:

English
Bookkeeping
Library Aide

## COURSE LOCATION:


## D.O.T. LOCATION:

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D.O.T. NO. 100.168

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12 X
	PG
On-the-Job Training	
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

## HIGH SCHOOL COURSE OF STUDY:

Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

## SPECIAL REQUIREMENTS:

Verbal facility; exactness and attention to detail; numerical ability; liking for public contact work; enjoyment of reading

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stopping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:	
1 Data:	3 compiling
2 People:	6 speak.-signallin
3 Things:	8 no relation



# PROJECT CAREER/GUIDANCE CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

**JOB TITLE:** Urban Planning Technician

**OTHER TITLES:** City Planner

City Planning Engineer

**DEFINITION:** Develops comprehensive plans and programs for utilization of land and physical facilities of cities, counties, and metropolitan areas.

### ENTRY LEVEL JOBS:

Field Survey Workers

### RELATED JOBS:

Administrator - Social Welfare

### EMPLOYMENT OUTLOOK:

Good, slow growth

### HOURS:

40 hours - may vary

### AVERAGE EARNINGS:

\$9,000. - \$12,000/year

### UNION ASSOCIATION AFFILIATION:

American Institute of Planners  
American Society of Planning Officials

### SUGGESTED CAREER ELECTIVES:

Accounting

Speech

Public Relations

Architecture

### COURSE LOCATION:

### D.O.T. LOCATION:

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### TOTAL EDUC/TRNG REQUIREMENTS:

H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	X

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	X
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

APTITUDES:	
1 General Learning	
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	College Prep X

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	X
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	

SPECIAL REQUIREMENTS:	
Organizational ability; administrative ability; verbal facility; ability to relate to people; analytical mind; flexibility to adjust to changing conditions	

RELATION TO:		
1 Data:	1	coordinating
2 People:	6	speak, -signall
3 Things:	8	no relation

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREERGRAM

JOB TITLE: Guard and Watchman/Watchwoman

OTHER TITLES: Watchman  
Special Policeman  
Armed Guard

DEFINITION: Stands guard or walks about premises of business or industrial establishment to prevent theft, violence, or infraction of the rules, to direct patrons or employees, or to answer questions

ENTRY LEVEL JOBS:

D.O.T. NO. 372.868

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
(preferred)	12 X
PG	
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

RELATED JOBS:

EMPLOYMENT OUTLOOK:

HOURS:

AVERAGE EARNINGS:

UNION ASSOCIATION AFFILIATION:

## HIGH SCHOOL COURSE OF STUDY:

Career Development Program:
Architectural Careers
Automotive Careers
Business Careers
Electro Careers
Graphic Arts Careers
Health Careers
Structural Careers
Specific Occupational Education

There is no one specific program of study

SPECIAL REQUIREMENTS:

Ability to exercise initiative
Equanimity in face of danger
Manual dexterity
Motor coordination for firearms
Honesty and Dependability
Physical stamina

## SUGGESTED CAREER ELECTIVES:


## COURSE LOCATION:


## D.O.T. LOCATION:

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Sup. I	" 62
Sup. II	" 101

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	X
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	X
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stopping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

RELATION TO:		
1 Data:	8	No relation
2 People:	6	Speaking Signal
3 Things:	8	No relation

# PROJECT CAREER/GUIDANCE CAREER PREPARATION ANALYSIS CHART

## CAREER PROGRAM

JOB TITLE: Firefighter

OTHER TITLES: Fireman

DEFINITION: Controls and extinguishes fires, protects life and property, and maintains equipment as volunteer or employee of city, township or industrial plant.

ENTRY LEVEL JOBS: Fire cadet

RELATED JOBS: Crash firefighter, Fire inspector, Smoke jumper

EMPLOYMENT OUTLOOK:  
Rapid increase

HOURS:

40 to 60 hours -- (56 hrs. avg.)

AVERAGE EARNINGS:

\$7,000 to \$9,000/year

UNION ASSOCIATION AFFILIATION:  
International Association of Firefighters

SUGGESTED CAREER ELECTIVES:	
English	
Civics and government	
American History	
Chemistry, Physical Education	
Physics (general), Sports	

COURSE LOCATION:	

D.O.T. LOCATION:	
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TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12 X
	PG
On-the-Job Training	X
Apprentice Training	X
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	X
4 Wet, humid	X
5 Noise, vibration	X
6 Hazards	X
7 Fumes	X
Odors	X
Toxic	X
Dust	X
Poor Ventilation	X

APTITUDES:	
1 General Learning	
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	X
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	X
2 Climbing, balancing	X
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	X
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:			
1 Data:	8	No relation	
2 People:	8	No relation	
3 Things:	4	Manipulating	

# PROJECT CAREER/GUIDANCE CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Patrolman / Patrolwoman

OTHER TITLES: Policeman

Private (Police Dept.)

DEFINITION: Patrols assigned beat on foot, motor-- cycle or patrol car, or horseback to control traffic, prevent crime or disturbance of the peace and to arrest violators.

ENTRY LEVEL JOBS:

Police cadet

RELATED JOBS:

Detective; Guard

EMPLOYMENT OUTLOOK:

Very favorable

HOURS:

40 hours weekly

AVERAGE EARNINGS:

\$10, 000/yearly

UNION ASSOCIATION AFFILIATION:

Local Associations

SUGGESTED CAREER ELECTIVES:

Sociology	Psychology
Criminology	English
American History	
Civics and Government	
Physical Ed.	Sports

COURSE LOCATION:

D.O.T. LOCATION:

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TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12 X
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	X
4-year College Grad.	
Graduate School	

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	X
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand--Foot Coordination	
11 Color Discrimination	

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectural Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	
Criminology	X

SPECIAL REQUIREMENTS:	
Preference for public contact	
work: Ability to acquire knowledge of laws and regulations;	
Ability to perform under stress;	
Organizational ability;	
Physical Stamina	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	X
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	X
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	X
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

RELATION TO:		
1 Data:	2	Analyzing
2 People:	6	Speaking-Signaling
3 Things:	8	No relation

CLUSTER # 12  
TRANSPORTATION



PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Airline Steward/Stewardess

Stewardess

OTHER TITLES:

Airline Hostess

Airline Stewardess

DEFINITION: Renders variety of personal services conducive to safety and comfort of airline passengers during flight.

ENTRY LEVEL JOBS:

Hostess

RELATED JOBS:

Purser

EMPLOYMENT OUTLOOK:

very rapid

HOURS:

irregular work schedule

AVERAGE EARNINGS:

\$587 - \$836/ month

UNION ASSOCIATION AFFILIATION:

Airline Stewards and  
Stewardesses Association

SUGGESTED CAREER ELECTIVES:

Personal Grooming
Health
Social Etiquette
English - Speech
Sociology - Psychology

COURSE LOCATION:

D.O.T. LOCATION:

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SPECIAL REQUIREMENTS:


HIGH SCHOOL COURSE OF STUDY:

Career Development Program:
Architectural Careers
Automotive Careers
Business Careers
Electro Careers
Graphic Arts Careers
Health Careers
Structural Careers
Specific Occupational Education

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	X
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	X
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	X
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:

1 Data:	8	no relation
2 People:	7	serving
3 Things:	8	no relation

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREER/GRAM

JOB TITLE: Auto Machinist

OTHER TITLES:

DEFINITION: Sets up and operates variety of general or specialized metal working machines, such as lathes, valve grinders, and piston-grinding-and-turning machines to repair auto. engine parts.

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:

Fair-Good

HOURS:

40 week

AVERAGE EARNINGS:

\$3.65

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:

Vol. I	page	438
Vol. II	"	430
Sup. I	"	134
Sup. II	"	102

## TOTAL EDUC/TRNG REQUIREMENTS:

H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

## HIGH SCHOOL COURSE OF STUDY:

Career Development Program:	
Architectural Careers	
Automotive Careers	X
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	X
Blue Hills Regional	X

## SPECIAL REQUIREMENTS:


CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	X
6 Hazards	X
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

## RELATION TO:

1 Data:	2 analyzing
2 People:	8 no relation
3 Things:	0 setting-up

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Brake Mechanic

## OTHER TITLES:

DEFINITION: Repairs and overhauls brake systems in automobiles, buses, trucks, and other automotive vehicles.

## ENTRY LEVEL JOBS:

Gas Station Attendant

RELATED JOBS: Brakeman, Bus  
Brakeman, Air  
Brakeman, Hydraulic

## EMPLOYMENT OUTLOOK:

Moderate Increase

## HOURS:

40 - 48 week

## AVERAGE EARNINGS:

\$5.16 hour

## UNION ASSOCIATION AFFILIATION:

## SUGGESTED CAREER ELECTIVES:

## COURSE LOCATION:

## D.O.T. LOCATION:

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Sup. I	"	147
Sup. II	"	41

D.O.T. NO. 620.281

## TOTAL EDUC/TRNG REQUIREMENTS:

H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

## HIGH SCHOOL COURSE OF STUDY:

Career Development Program:	
Architectural Careers	
Automotive Careers	X
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	
Blue Hills Regional	X

## SPECIAL REQUIREMENTS:

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	X
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stoopng, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	2	analyzing
2 People:	8	no relation
3 Things:	1	precision work

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Auto Mechanic

OTHER TITLES:

DEFINITION: Performs minor repair and tune  
up of motor vehicles

D.O.T. NO. 620.381

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

ENTRY LEVEL JOBS:

Service Station Attendant

RELATED JOBS:

Construction Equipment Mech.  
Bus Inspector

EMPLOYMENT OUTLOOK:

Fair

HOURS:

40 hour week may vary  
shift work

AVERAGE EARNINGS:

136

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:	

COURSE LOCATION:


D.O.T. LOCATION:

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Sup. II	"	41

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	X
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:

1 Data:	3 compiling
2 People:	8 no relation
3 Things:	1 precision work

# PROJECT CAREER/GUIDANCE CAREER PREPARATION ANALYSIS CHART

## CAREERGRAM

JOB TITLE: Radiator Repairperson

OTHER TITLES: Radiator Repairman

**DEFINITION:** Repairs cooling system and gasoline tanks in automobiles, buses, trucks, and other automotive vehicles.

### ENTRY LEVEL JOBS:

Auto, Radiator Repairman Helper  
Lubrication Man

### RELATED JOBS:

Firefighting Equipment Specialist,  
Mechanic Unit Repairman

### EMPLOYMENT OUTLOOK:

Moderate Increase

### HOURS:

40 to 48 hours

### AVERAGE EARNINGS:

\$5.16 hour

### UNION: ASSOCIATION AFFILIATION:

United Automobile Workers

### SUGGESTED CAREER ELECTIVES:

Shop mathematics  
Metals  
Welding  
Chemistry (general)  
Blueprint reading

### COURSE LOCATION:

### D.O.T. LOCATION:

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D.O.T. NO. 620.381

### TOTAL EDUC/TRNG REQUIREMENTS:

H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	
Apprentice Training	X
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

### HIGH SCHOOL COURSE OF STUDY:

Career Development Program:	
Architectural Careers	
Automotive Careers	X
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

### SPECIAL REQUIREMENTS:

ability to learn craft techniques  
finger & manual dexterity  
eye-hand coordination  
ability to use handtools

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	3	compiling
2 People:	8	no relation
3 Things:	1	precision work



PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

CAREER/GRAM

JOB TITLE: Diesel Mechanic

OTHER TITLES:

DEFINITION: Repairs and maintains diesel engines used to power machines such as buses, ships, trucks, railroad trains, electric generator and construction machinery.

D.O.T. NO. 625.281

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	4 X
Apprentice Training	4 X
Technical Institute	4 X
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:

Good

HOURS: 48 week

AVERAGE EARNINGS:

\$3.70 - \$4.37 hour

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:	

COURSE LOCATION:	

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Sup. II	" 45

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	X
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:

1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	H
2 Climbing, balancing	
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

SPECIAL REQUIREMENTS:	

RELATION TO:		
1 Data	2	analyzing
2 People	8	no relation
3 Things	1	precision work

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Autobody Person

OTHER TITLES: Body man

DEFINITION: Repairs damaged body and body parts of automotive vehicles. D.O.T. NO. 807.381

INTERESTS: Automobile collision repairs according to specialty

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed:	10
	11
	12 X
	PG
On-the-Job Training	
Apprentice Training	X
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

## ENTRY LEVEL JOBS:

Auto body  
Repairman helpers  
RELATED JOBS:Truck body builder  
Service mechanicEMPLOYMENT OUTLOOK:  
Moderate increase

## HOURS:

40 - 48 hours

## AVERAGE EARNINGS:

\$5.51

## UNION ASSOCIATION AFFILIATION:

United auto workers International  
Association of machinists and  
Aerospace Workers

## SUGGESTED CAREER ELECTIVES:

Shop mathematics
metals
chemistry (general)
blueprint reading

## COURSE LOCATION:


## D.O.T. LOCATION:

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Sup. II	"	43

SPECIAL REQUIREMENTS:  
ability to learn craft techniques

spacial perception; finger and manual dexterity; eye-hand coordination; ability to use hand tools

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	X
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stopping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:	
1 Data:	3 compiling
2 People:	8 no relation
3 Things:	1 precision work

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREEROGRAM

JOB TITLE: Auto Electrician

OTHER TITLES: Electrical-Unit Rebuilder

**DEFINITION:** Repairs and overhauls electrical systems in automotive vehicles. Determines malfunction of electrical system by visual inspection or through use of test equipment. Repairs or replaces defective wiring system.

**ENTRY LEVEL JOBS:****RELATED JOBS:****EMPLOYMENT OUTLOOK:****HOURS:****AVERAGE EARNINGS:****UNION ASSOCIATION AFFILIATION:**

140

<b>SUGGESTED CAREER ELECTIVES:</b>

<b>COURSE LOCATION:</b>

<b>D.O.T. LOCATION:</b>
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<b>TOTAL EDUC/TRNG REQUIREMENTS:</b>
H. S. Grade Completed: 10
11
12
PG
On-the-Job Training
Apprentice Training
Technical Institute
Business College
Junior or Community College
4-year College Grad.
Graduate School

<b>HIGH SCHOOL COURSE OF STUDY:</b>
Career Development Program:
Architectural Careers
Automotive Careers
Business Careers
Electro Careers
Graphic Arts Careers
Health Careers
Structural Careers
Specific Occupational Education
Blue Hills Regional

<b>SPECIAL REQUIREMENTS:</b>

<b>CONDITIONS:</b>
1 Inside
Outside
Both
2 Cold temp
3 Hot temp
4 Wet, humid
5 Noise, vibration
6 Hazards
7 Fumes
Odors
Toxic
Dust
Poor Ventilation

<b>APTITUDES:</b>
1 General Learning
2 Verbal Ability
3 Numerical Ability
4 Spatial Ability
5 Form Perception
6 Clerical Perception
7 Motor Coordination
8 Finger Dexterity
9 Manual Dexterity
10 Eye-Hand-Foot Coordination
11 Color Discrimination

<b>PHYSICAL DEMANDS:</b>
1 Strength
2 Climbing, balancing
3 Stooping, kneeling, crawling
4 Manual dexterity
5 Talking, hearing
6 Visual acuity

<b>INTERESTS:</b>
1 Dealing with things & objects
2 Business contact with people
3 Routine, system
4 Social welfare
5 Prestige, esteem
6 Communication of ideas
7 Science & technology
8 Abstraction, creativity
9 Machines, procedures
0 Tangible results

<b>TEMPERAMENT:</b>
1 Varied duties, frequent change
2 Repeated, set procedures
3 Matching specified instructions
4 Directing & planning for others
5 Working with others
6 Working alone & apart
7 Influencing other people's ideas
8 Risks, unexpected events, emergencies
9 Making empirical judgments, decisions
0 Analyzing facts and figures
X Interpreting personal feelings
Y Precision, accuracy

<b>RELATION TO:</b>
1 Data: 2 analyzing
2 People: 8 no relation
3 Things: 1 precision work

PROJECT CAREER/GUIDANCE  
CAREER PREPARATION ANALYSIS CHART

## CAREER/GRAM

JOB TITLE: Service Station Attendant

OTHER TITLES: Service Station Attendant  
Gas Station AttendantDEFINITION: Services automobiles, buses,  
trucks and other automotive vehicles  
with fuel, lubricants and other  
accessories.

## ENTRY LEVEL JOBS:

Part time attendant

## RELATED JOBS:

Lubrication Man

Tire Repairman

## EMPLOYMENT OUTLOOK:

Moderate Increase

HOURS: 40-48 hours

AVERAGE EARNINGS: \$2.00/hour

## UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:

## COURSE LOCATION:

COURSE LOCATION:

## D.O.T. LOCATION:

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## TOTAL EDUC/TRNG REQUIREMENTS:

H. S. Grade Completed:	10
	11
	12
	PG
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

## HIGH SCHOOL COURSE OF STUDY:

Career Development Program:	
Architectural Careers	
Automotive Careers	X
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

## SPECIAL REQUIREMENTS:

Good physical condition
Courtesy and tact

## CONDiTIONS:

1	Inside	
	Outside	
	Both	X
2	Cold temp	
3	Hot temp	
4	Wet, humid	
5	Noise, vibration	
6	Hazards	
7	Fumes	X
	Odors	X
	Toxic	
	Dust	
	Poor Ventilation	

INTERESTS:	
1	Dealing with things & objects
2	Business contact with people
3	Routine, system
4	Social welfare
5	Prestige, esteem
6	Communication of ideas
7	Science & technology
8	Abstraction, creativity
9	Machines, procedures
0	Tangible results

## TEMPERAMENT:

1	Varied duties, frequent change
2	Repeated, set procedures
3	Matching specified instructions
4	Directing & planning for others
5	Working with others
6	Working alone & apart
7	Influencing other people's ideas
8	Risks, unexpected events, emergencies
9	Making empirical judgments, decisions
0	Analyzing facts and figures
X	Interpreting personal feelings
Y	Precision, accuracy

## APTITUDES:

1	General Learning
2	Verbal Ability
3	Numerical Ability
4	Spatial Ability
5	Form Perception
6	Clerical Perception
7	Motor Coordination
8	Finger Dexterity
9	Manual Dexterity
10	Eye-Hand-Foot Coordination
11	Color Discrimination

## PHYSICAL DEMANDS:

1	Strength	M
2	Climbing, balancing	
3	Stooping, kneeling, crawling	X
4	Manual dexterity	X
5	Talking, hearing	X
6	Visual acuity	

## RELATION TO:

1	Data:	8	No Relation
2	People:	6	Speaking-Signal
3	Things:	7	Handling